



PLAINSBORO TOWNSHIP POLICE

641 PLAINSBORO ROAD

PLAINSBORO, NEW JERSEY 08536

PHONE (609) 799-2333 • FAX (609) 275-9415



GUY ARMOUR
CHIEF OF POLICE

Instructions for Application for Canvasser/Solicitor Permit

1. Submit application in duplicate originals (no photocopies) to the Township Clerk's Office duly notarized and include: credentials establishing the applicant's relationship to his/her employer; two photographs minimum size of 2" x 2" showing head and shoulders taken within 60 days prior to filing the application, and a certified check or money order in the amount of \$50.00 made payable to the Township of Plainsboro.
2. A Request for Criminal History Record Check must be completed online for each person who will be soliciting.
 - a. Log onto <https://www.njportal.com/njsp/criminalrecords/> and click on the **ON LINE FORM 212A** (a highlighted block located on the lower left side of the page).
 - b. Follow the prompts for demographic and payment information. Originating Agency Identification Number (ORI): **NJ0121800**
 - c. Upon completion of the form, you will receive an email confirmation and receipt, which will include a confirmation number.
 - d. Your request will now be forwarded to the Plainsboro Police Department's work queue for approval and submission to the NJ State Police for processing.
 - e. You can find more detailed information by clicking on the **Help** tab located on the top right side of the page.
3. Be advised that a license will not be issued until this clearance is received by the Police Department.

NOTE: If there is more than one person soliciting for the same cause, each additional solicitor shall submit a fee (in certified check or money order form) of \$25.00 made payable to the Township of Plainsboro (i.e.: one fee of \$50.00 and each additional solicitor a fee of \$25.00). Each additional solicitor must complete the online SBI212A form, per instruction 2 above.

5. Must also submit a Mobile Food Handling License Application if selling food or drink. Include a certified check or money order in the amount of \$150.00 made payable to Plainsboro Township.
6. You will be notified by telephone when your license has been processed.

7. All licenses are for 12 months from the date of issue for continuous solicitations or canvasses. Applications made for intermittently scheduled events such as art sales, furniture sales, etc. are valid for the same calendar year, except the Criminal History Record Check must be submitted online four to six weeks before each event along with the payment (per instruction #2).
8. Mobile vendors are required to submit proof of insurance with this application as outlined in Ordinance 69A-11 (enclosed)
9. Definitions for license type are:

CANVASSER

Any person, other than a peddler or solicitor, traveling by foot or vehicle of any kind, who distributes printed matter or any other thing from house to house or who calls in person upon the occupants of such houses seeking contributions or anything of value.

PEDDLER

Any person traveling by vehicle of any kind, who conveys or transports goods, articles or property of any kind or description for the purpose of offering for sale, selling and delivering the same to customers, or offering to render immediate services of any kind or description and shall include the word "hawker".

SOLICITOR

Any person traveling by foot or vehicle of any kind, who sells or offers to sell goods, articles or property of any kind or description by sample or otherwise for future delivery, or who offers to render services at some time in the future, with or without accepting payment or partial payment for the same.

MOBILE FOOD/ ICE CREAM VENDOR

Any wagon, truck, push cart or vehicle self-propelled or otherwise moveable from place to place from which any person sells, offers to sale, or give away, beverages, food or any food product for human consumption

NONPROFIT VENDOR

A person who sells goods, the proceeds of which are devoted exclusively to the purpose of a philanthropic, charitable or religious society on whose behalf (s)he acts as agent, with or without pay, including those individuals or organizations soliciting funds or other things of value for which no merchandise, wares or services are required.

**AN ORDINANCE TO AMEND AND SUPPLEMENT PART II GENERAL
LEGISLATION, CHAPTER 75 ENTITLED 'PEDDLERS AND SOLICITORS' OF
THE CODE OF THE TOWNSHIP OF PLAINSBORO**

WHEREAS, the Township of Plainsboro desires to amend and supplement the Township's Ordinance regarding peddlers and solicitors in the township;

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Plainsboro, as follows:

SECTION I.

The Code of the Township of Plainsboro, New Jersey, Part II General Legislation, Chapter 75 'Peddlers and Solicitors' shall be amended and supplemented as follows:

§ 75-1 License required;

- A. It shall be unlawful for any peddler, hawker, vendor, canvasser or solicitor to engage in such activity within the township without first obtaining a license therefor in accordance with the provisions of this chapter. Licenses and permits shall be issued to individual persons only, and if an employer or other person desires that more than one employee or member engage in the activities of a peddler, solicitor or canvasser within the Township, each such employee or member must obtain a separate license. Any person seeking such license shall apply annually as such license shall expire on twelve months from the date of issue. No licensee shall engage in a licensed activity before 9:00 a.m. or after 9:00 p.m. on Mondays through Saturdays, except where expressly invited onto the property of the owner/occupants thereof.
- B. Canvasser, peddler, hawker, vendor and solicitor shall mean any person traveling by foot or vehicle who:
- (1) Distributes printed material or other goods or conveys or transports printed materials or other goods from house to house; or
 - (2) calls in person upon the occupants of houses seeking contributions of money or other items of value; or
 - (3) conveys or transports goods for the purpose of offering for sale, selling and delivering the same to customers; or
 - (4) sells or offers to sell goods or services of any kind for immediate or future delivery, with or without accepting payment or partial payment for the same.

§ 75-2 Application.

Applicants for a license under this chapter shall file with the Township Clerk a sworn application in writing on a form to be furnished by the Township Clerk which shall give the following information:

- A. Name and description of the applicant.
- B. Permanent home and business address and local mailing address, if any, of the applicant.
- C. A brief description of the nature of the business, the goods to be sold and the name

and address of the principal office of their manufacturer, as well as the name and address of the agent designated to receive service of process in the state.

- D. If employed, the name and address of the employer.
- E. The length of time for which the right to do business is desired and the days of the week and hours of the day within which the business will be conducting.
- F. Two photographs showing the applicant's face, front and profile, representative of the applicant's appearance taken within 60 days prior to the date of the filing of the application, of a minimum size of 2" x 2", which photographs shall be affixed to the application.
- G. The names of at least two references who will certify to the applicant's good character and business responsibility or, in lieu of such names of reference, such other available evidence of good character and business responsibility of the applicant as will enable an investigator to evaluate properly such character and business responsibility. Approval or recommendation by the Better Business Bureau or the Chamber of Commerce may be accepted in lieu of the above references.
- H. A statement as to whether or not the applicant has been convicted of any crime, misdemeanor or violation of any municipal ordinance other than a traffic violation, the nature of the offense and the punishment or penalty assessed therefor. The applicant shall submit a detailed explanation of mitigating factors that should be considered in the Chief of Police evaluation of negative information in the applicant's background. This may include statements of rehabilitation, reference letters and any other information that the applicant deems relevant.
- I. Whether or not orders are to be solicited or taken for future delivery of goods or performance of services.
- J. Where applicable, written permission from the owner of the property on which the sale is to take place.
- K. Description of vehicle and vehicle license number of all vehicles from which the applicant proposes to conduct business.
- L. Applicant shall provide a copy of a valid driver's license or picture I.D. for identification purposes.

§ 75-3 Fees.

A fee of \$50 shall be paid by each applicants seeking a license to peddle, hawk, canvass or solicit at the time the application is presented to the Township Clerk, except as otherwise provided by law. Such fee is intended to return only the average cost to the Township of administrative processing and investigation of applicants made pursuant to this chapter and not to produce revenue therefrom.

§ 75-4 Investigation of applicant; disapproval of application; issuance of license.

A background investigation is required for each applicant. No license or permit shall be issued until the application has been approved by the Police Department, allowing adequate

time for investigation of the facts stated therein. Upon receipt of an application, the original shall be referred to the Chief of Police who shall cause to be made such investigation of the applicant's business and moral character as he deems necessary for the protection of the public welfare.

- A. If, as a result of such investigation, the applicant's character or business responsibility is found to be unsatisfactory, the Chief of Police shall endorse on such application his disapproval and his reasons for the same and return the application to the Township Clerk, who shall notify the applicant that his application is disapproved.
- B. If, as a result of such investigation, the character and business responsibility of the applicant are found to be satisfactory, the Chief of Police shall endorse his approval on the application, returning the application to the Township Clerk who shall execute and deliver to the applicant his license. The Clerk shall keep a record of all licenses issued and of all complaints received, if any, concerning each license.

§ 75-5 Exhibition of license.

All personnel holding a license under this chapter shall carry it on their person and shall exhibit same upon the request of any resident at all times when engaged in the activities regulated herein.

§ 75-6 Expiration of license; non-transferability.

All licenses issued under this chapter shall expire twelve months from the date of issue. Licenses shall not be transferable or assigned or authorize any person other than is therein mentioned or named to carry on such business and shall be surrendered after expiration before a renewal license can be issued.

§ 75-7 Revocation of license.

- A. Licenses issued under this chapter may be revoked by the Chief of Police, after reasonable notice and hearing, for any of the following causes:
 - (1) Misrepresentation or false statement contained in the application for the license.
 - (2) Misrepresentation or false statement made in the course of carrying on activities regulated herein.
 - (3) Conviction of any crime or misdemeanor involving moral turpitude.
 - (4) Conducting the business of soliciting and canvassing in an unlawful manner, in violation of this chapter or in such manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.
- B. Notice of hearing for revocation of a license shall be given in writing, setting forth the grounds of complaint and the time and place of the hearing. Such notice shall be served personally upon the licensee or mailed postage prepaid to the licensee at addresses given by the licensee in making application at least five days prior to the date set for the hearing.

§ 75-8 Appeal.

Any person aggrieved by the action of the Chief of Police or the Township Clerk in the

denial of an application for a permit or license, or in the decision with reference to the revocation of a license, shall have the right of appeal to the Township Committee. Such appeal shall be taken by filing with the Township Committee, within 14 days after notice of the action complained of has been mailed to such person's last known address, a written statement setting forth fully the grounds for a hearing on such appeal, and notice of such hearing shall be given to the appellant in the same manner as provided in § 75-7 for notice of hearing on revocation. The decision and order of the Township Committee on such appeal shall be final and conclusive.

§ 75-9 Exceptions to license requirement.

This article shall not apply to:

- A. Any nonprofit, religious, charitable, school, political, civic or veteran organization, service club or volunteer fire or ambulance corps desiring to solicit or have solicited in its name by other than a profit-making organization money, donations or financial assistance of any kind or desiring to sell or distribute any item for which a fee is charged, provided that there is on file with the with the Township Clerk a statement containing the following information:

 - (1) The name and address of the organization.
 - (2) The purpose nonprofit organization will be peddling, hawking, vending, canvassing or soliciting.
 - (3) The names and address of the officers and directors of the organization.
 - (4) The dates and hours during which solicitation is to be carried on.
- B. An employee of any public utility which is subject to regulation by the State Board of Public Utilities Commissioners; provided, however, that such employee shall display the identification badge or card issued by his/her employer.
- C. A member of any committee or organization of a duly constituted political party as defined by N.J.S.A. 19:1-1 when any such member is engaged in the lawful activities, functions or objectives of the political party.
- D. Any person honorably discharged from military service of the United States possessing a peddler's license issued in conformity with N.J.S.A. 45:24-9 et seq.
- E. Any person who is an exempt fire fighter of a volunteer fire department as defined by N.J.S.A. 45:24-9 and 45:24-10, possessing a license in conformity with that law.

SECTION II.

In the event that any portion of these Ordinances are found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to the portion of the Ordinance actually adjudged to be invalid, and the remaining portions of the Ordinances shall be deemed severable therefrom and shall not be affected.

SECTION III.

This ordinance shall take effect upon final passage and publication in accordance with the law.

Introduced at a Meeting of the Township Committee of the Township of Plainsboro on November 10, 2009, and Published on November 17, 2009. Adopted at a Meeting held on December 9, 2009 and Published on December 15, 2009.



PLAINSBORO TOWNSHIP

Application for Peddler/Canvasser/Solicitor
Office of Township Clerk, Municipal Center
641 Plainsboro Road, Plainsboro, NJ 08536
609-799-0909 ext. 2547

Attach Photos Here

(Please Print or Type)

In accordance with Plainsboro Township Ordinance No. 09-22 and Ordinance No. 09-23, application is hereby made for the issuance of the following license:

- Peddler Canvasser Solicitor *Mobile Food Vendor/Solicitor

**** Must also apply for a Mobile Food Handling Health License.**

1. Name: _____
First Middle Last

2. Residence Address: _____ City _____ State _____ Zip _____

3. Home Telephone No. _____ Work Telephone No. _____

4. Cell Phone No: _____ Email Address: _____

5. Driver's License No: _____ Social Security No. _____

6. Date of Birth _____ Weight _____ Hair Color _____ Eye Color _____ Male or Female
(circle one)

7. Mobile Vendor: Yes ___ No ___
If Yes, Indicate Vehicle to be Used: Year _____ Make _____ Model _____ Color _____
License Plate No. _____ State of _____ Vin No. _____
Name on Vehicle: _____

Submit copy of Insurance Policy with application. (See Ordinance No. 09-23 for required amount)

**When vehicle is on private property name, address and written permission of property owner must be submitted.*

8. Trade Name: _____

9. Describe Nature of Business: _____
Specify Merchandise or Services to be Sold or Solicited: _____

10. Length of Time in which to do business and days and hours in which to conduct such business: _____

11. Where is Merchandise Manufactured or Produced? _____
Where is Merchandise Located? _____ Telephone No. of Location: _____
Method of Delivery of Merchandise: _____

12. References: Submit at Least Two with Complete Name, Address, and Telephone No. or if not available, Other Evidence of Applicant's Character such as Approval or Recommendation by the Better Business Bureau or the Chamber of Commerce.

- 1. _____
- 2. _____

13. Have you been convicted of a crime, misdemeanor or violation? Yes _____ No _____
If Yes, State Nature of Offense _____
Date _____ City _____ State _____ Disposition _____

14. Have you ever applied for or been denied a similar license in any other municipality or in Plainsboro?
Yes _____ No _____
If Yes, Give Details (including reason for refusal if applicable) _____

I hereby certify that all statements made by me on this application are true and complete to the best of my knowledge and I am aware that withholding information or making false statements will be the basis for refusal or recall of the license applied for.

Signature of Applicant

Sworn and subscribed before me on
this ____ day of _____, 20__

Date

Notary Public

FOR OFFICE USE ONLY

Approvals: **POLICE**

Record Found/Denied: _____

No Record Found/Approved: _____

Date: _____ Chief of Police Signature: _____

TOWNSHIP CLERK

License No. _____

Issue Date; _____ Signature, Township Clerk _____

HEALTH (If applicable)

License No. _____

Issue Date: _____



PLAINSBORO TOWNSHIP

Application for Peddler/Canvasser/Solicitor
Office of Township Clerk, Municipal Center
641 Plainsboro Road, Plainsboro, NJ 08536
609-799-0909 ext. 2547

Attach Photos Here

(Please Print or Type)

In accordance with Plainsboro Township Ordinance No. 09-22 and Ordinance No. 09-23, application is hereby made for the issuance of the following license:

Peddler Canvasser Solicitor *Mobile Food Vendor/Solicitor

**** Must also apply for a Mobile Food Handling Health License.**

1. Name: _____
First Middle Last

2. Residence Address: _____ City _____ State _____ Zip _____

3. Home Telephone No. _____ Work Telephone No. _____

4. Cell Phone No: _____ Email Address: _____

5. Driver's License No: _____ Social Security No. _____

6. Date of Birth _____ Weight _____ Hair Color _____ Eye Color _____ Male or Female _____
(circle one)

7. Mobile Vendor: Yes ___ No ___
If Yes, Indicate Vehicle to be Used: Year _____ Make _____ Model _____ Color _____
License Plate No. _____ State of _____ Vin No. _____
Name on Vehicle: _____

Submit copy of Insurance Policy with application. (See Ordinance No. 09-23 for required amount)

**When vehicle is on private property name, address and written permission of property owner must be submitted.*

8. Trade Name: _____

9. Describe Nature of Business: _____
Specify Merchandise or Services to be Sold or Solicited: _____

10. Length of Time in which to do business and days and hours in which to conduct such business: _____

11. Where is Merchandise Manufactured or Produced? _____
Where is Merchandise Located? _____ Telephone No. of Location: _____
Method of Delivery of Merchandise: _____

12. References: Submit at Least Two with Complete Name, Address, and Telephone No. or if not available, Other Evidence of Applicant's Character such as Approval or Recommendation by the Better Business Bureau or the Chamber of Commerce.

1. _____
2. _____

13. Have you been convicted of a crime, misdemeanor or violation? Yes _____ No _____
If Yes, State Nature of Offense _____
Date _____ City _____ State _____ Disposition _____

14. Have you ever applied for or been denied a similar license in any other municipality or in Plainsboro?
Yes _____ No _____
If Yes, Give Details (including reason for refusal if applicable) _____

I hereby certify that all statements made by me on this application are true and complete to the best of my knowledge and I am aware that withholding information or making false statements will be the basis for refusal or recall of the license applied for.

Signature of Applicant

Sworn and subscribed before me on
this ____ day of _____, 20__

Date

Notary Public

FOR OFFICE USE ONLY

Approvals: **POLICE**
Record Found/Denied: _____
No Record Found/Approved: _____
Date: _____ Chief of Police Signature: _____

TOWNSHIP CLERK
License No. _____
Issue Date: _____ Signature, Township Clerk _____

HEALTH (If applicable)
License No. _____
Issue Date: _____