



*Where Community, Business & Tourism Prosper*

## 2022 MOBILE VENDOR

4/1/20 \_\_\_\_ to 3/31/20 \_\_\_\_  
\$300 Application fee, plus  
\$50 per operator

**ALL FEES ARE NON-REFUNDABLE  
AND REGISTRATIONS ARE NON  
TRANSFERABLE FROM ONE VEHICLE  
TO ANOTHER**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Description of goods and/or services:

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Operator: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

**Copies of the following documents must be submitted with all applications.**

\_\_\_\_ Certificate of Registration issued by the NJ Division of Taxation

\_\_\_\_ Two (2) 2" x 2" Passport Sized Photos

\_\_\_\_ Proof of ownership or rental of an approved vehicle or pushcart.

\_\_\_\_\_ Proof of general liability insurance providing a minimum of one million dollars (\$1,000,000.00) coverage for non-motorized Mobile Food Vendor vehicles

\_\_\_\_\_ Proof of motor vehicle insurance per N.J.S.A. §39:6B-1, if the Mobile Food Vendor operates from a motor vehicle, in addition to proof of general liability insurance providing a minimum of one million dollars (\$1,000,000.00) coverage.

\_\_\_\_\_ A satisfactory inspection report issued no more than thirty (30) days prior to a License being issued or renewed.

\_\_\_\_\_ The applicant shall obtain a background check by are done by INDENTOGO. Please schedule your appointment by going to <http://uenroll.identogo.com>. You will need the following information to schedule an appointment:

Service code 2F17ZY-LOCAL ORDINANCE  
Contributor case # NJ0133400

Please be sure to enter these numbers correctly or you will be required to be fingerprinted again.

\_\_\_\_\_ Mobile Food Vendors may not operate until the application has been approved by the Neptune Township Police Department and License issued by the Mercantile Office.

Failure to obtain the proper registrations or to follow the rules and regulations set forth by this ordinance will constitute a violation of township Ordinance #21-51 and is punishable in accordance with sections 4-5.7 of said ordinance.

I have read and understand the above statements.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

Make checks payable to  
Mail payment to

TOWNSHIP OF NEPTUNE  
Neptune Township Mercantile Registration  
Attn: Michele Narciso  
PO Box 1167 – 25 Neptune Blvd  
Neptune, NJ 07754-1167

## Chapter 4. Business and Licensing Regulations

### § 4-5. MOBILE FOOD VENDORS

#### § 4-5.1. Purpose

[12-6-2021 by Ord. No. 21-51]

The purpose of this section is to regulate and license mobile food vendors, who are anyone who sells food or beverages from a vehicle such as a truck, van or pushcart, whether such food or beverages are prepared on-site or prepared elsewhere and transported to the site of the sale.

§ 4-5.2. License Required: Renewal: Number of Licenses Limited: Restrictions.

[12-6-2021 by Ord. No. 21-51]

a. No person shall conduct, operate or maintain a mobile food vendor establishment without first obtaining a license to do so issued by the Mercantile Registration Officer upon payment of the sum of \$300 per year or a fraction of a year per vehicle to be operating and \$50 per operator. Such license shall expire on the next March 30 after issuance, unless sooner, suspended or revoked. Renewals of any license shall not be issued after May 30 of the renewal year. Any licensee who fails to renew a license by March 30 shall not be permitted to operate until said license is renewed within the grace period as set forth herein.

b. The number of licenses which may be issued to mobile food vendors shall not exceed 25 licenses. In the event that a license is revoked or if it is not renewed after May 30 of the renewal year, then any such license may be issued to an applicant for such licenses on a first come first served basis. The Mercantile Registration Office shall maintain a waiting list for such revoked or nonrenewed licenses and shall notify the person at the top of the list that such a license is available.

c. Mobile food vendors shall affix to the vehicle or pushcart a copy of the license issued by the Mercantile Registration Office, sanitary health certificate issued by the Monmouth County Health Department, the certificate of registration issued by the New Jersey Division of Taxation, and shall have displayed prominently on or adjacent to the doors of the vehicle, a placard or lettering with the name and address of the owner, lessee and/or lessor of the vehicle. Said information shall be in letters and numbers no less than three inches in height in accordance with N.J.S.A. 39:4-46;

d. Mobile food vendor licenses are not transferable between vehicles or operators:

e. All fees must be paid at the time of application and are not refundable.

#### § 4-5.3. Application Process.

[12-6-2021 by Ord. No. 21-51]

- a. All applicants or licensees attempting to apply for or renew a license must complete an application/reapplication form prescribed by the Mercantile Registration Office, pay the license fee prescribed and provide proof of the following:
1. Certificate of registration issued by the NJ Division of Taxation;
  2. Two two-inch-by-two-inch passport-sized photos;
  3. Proof of ownership or rental of an approved vehicle or pushcart;
  4. Proof of general liability insurance providing a minimum of \$1,000,000 coverage for nonmotorized mobile food vendor vehicles.
  5. Proof of motor vehicle insurance per N.J.S.A. 39:6B-1, if the mobile food vendor operates from a motor vehicle, in addition to proof of general liability insurance providing a minimum of \$1,000,000 coverage.
  6. A satisfactory inspection report issued no more than 30 days prior to a license being issued or renewed;
  7. The applicant shall obtain a vendor background check by the designated vendor approved by the Neptune Township Police Department.
  8. Mobile food vendors may not operate until the application has been approved by the Neptune Township Police Department and license issued by the Mercantile Office.

#### § 4-5.4. Operation Requirements for Mobile Food Vendors.

[12-6-2021 by Ord. No. 21-51]

- a. All mobile food vendors shall provide trash and recycling receptacles and shall collect all trash and debris within 25 feet before leaving their site. Collected trash must not be deposited in public trash receptacles;
- b. No mobile food vendor shall occupy the sidewalk, i.e., park a motorized vehicle in the street and dispense food from the sidewalk or set up a pushcart on the sidewalk and dispense food in the street. Operation shall be from the street. Operation on any sidewalk shall be prohibited;
- c. New or replacement mobile food vendor trucks, vans, pushcarts or other mobile food vendor vehicles shall be inspected by the Department of Health before operating. No changes shall be made to approved mobile food vendor trucks, vans, pushcarts or vehicles without re-inspection by the Department of Health and all certifications of approval must be visible to the public;
- d. No mobile food vendor shall serve food or drink to a motorist or occupant of a vehicle blocking the passage of traffic;
- e. No mobile food vendor shall occupy the street space blocking the passage of traffic;
- f. All mobile food vendors' vehicles and pushcarts shall be self-contained; no cooler is to be placed on streets or sidewalks;

- g. No mobile food vendor shall provide in-truck or in-vehicle dining services or sidewalk tables and chairs;
- h. Grills, generators or other items related to mobile food vendor operations shall be physically attached to the vehicle or pushcart;
- i. Mobile food vendors must have a portable water tank/sink for handwashing attached to their vehicle as per N.J.A.C. 8:24-5.3;
- j. All motorized vehicles must abide by all existing traffic and parking regulations;
- k. All mobile food vendors shall not be permitted to operate and shall be off the streets and sidewalks of the Township of Neptune during the period from 9:00 p.m. to 9:00 a.m. daily;
- l. All mobile food vendors' units must be on wheels and mobile;
- m. No mobile food vendor's vehicle shall be left unattended for any reason on the streets or sidewalks of the Township of Neptune;
- n. No mobile food vendor shall set up, maintain or permit the use of tables, crates, cartons or other device to increase the selling or display capacity of his or her unit or motor vehicle. There shall be no stacking of items to be sold upon any sidewalk or street. All materials and/or merchandise must be located solely on the vending unit;
- o. No mobile food vendor shall use any device which produces a loud or raucous noise or use or operate any loudspeaker, public address system, radio, sound amplifier or similar device to attract the attention of the public while stopped;
- p. Any mobile food vendor's vehicle operating within the Township of Neptune shall not remain in any location for more than five minutes from its last sale to any patron. When operating within the Township, such mobile food vending units shall park only in areas where automobiles are permitted to park and shall begin the sale of foodstuffs with five minutes of the time it so parks and shall leave that location within five minutes of its last sale to pedestrian patrons using the food service;
- q. All mobile food vendors shall display, in clear view of all patrons, pricing for all products offered for sale;
- r. All equipment, including the vehicle which is used by mobile food vendors, shall be subject to proof of inspection upon application for a license from a qualified equipment and motor vehicle inspection garage or service indicating that the motor vehicle and all equipment is in compliance with applicable State Motor Vehicle Statutes.

### § 4-5.5. Use of Streets by Mobile Food Vendors

[12-6-2021 by Ord. No. 21-51]

a. No mobile food vendors shall operate upon private property. No owner or person in control or in possession of private property shall permit any mobile food vendors to be operated upon said property.

b. No mobile food vendors shall operate in any area where parking of motor vehicles is prohibited, restricted or regulated. Such areas shall include, but not be limited to, sidewalks, bus stops, taxi stands, fire hydrants, parking metered areas, loading zones, areas where parking is prohibited, such as from the corner of an intersection as indicated by curb markings, areas reserved for physically handicapped motor vehicle operators, crosswalks, driveways and any other areas so restricted, prohibited or regulated for the parking of motor vehicles.

### § 4-5.6. License Revocation or Suspension.

[12-6-2021 by Ord. No. 21-51]

a. The license of a person who violates any provision of this section may be revoked or suspended immediately upon violation. A notice shall be mailed and will contain the specific provisions of this section which has been violated and the specifications which has been violated and the specifications which shall constitute the violation. Licenses may be revoked or suspended for any violation of this section or for any repeated violations thereof. Any license of a mobile food vendor whose license has been revoked shall not be qualified to receive a new license or have said license restored to said person.

b. Any mobile food vendor who is charged with a violation shall have the right to be represented by an attorney and said facts shall be started on the notice served upon said mobile food vendor.

c. Any mobile food vendor whose license has been revoked or suspended shall have a right to appeal such revocation or suspension to the Business Administrator and representative from the Neptune Township Police Department.

### § 4-5.7. Violations and Penalties.

[12-6-2021 by Ord. No. 21-51]

a. Any person violating the terms of this section shall be punishable as follows:

1. First Offense: A fine of \$500.
2. Second offense: A fine of \$1,000 and suspension for obtaining a Mercantile license for five years.
3. Third or subsequent offense: A fine of \$1,500 and/or up to 90 days in jail and/or a period of community service of not more than 90 days, or combination thereof;

4. In the event that an offense is a continuing one, then each day, or portion of a day, such offense continues shall be deemed a separate and distinct offense and shall be punishable as such as provided herein;
5. No person convicted on a third or subsequent offense shall be entitled to a new license for a period of seven years from the third or subsequent offense.

b. In addition to the penalties set forth herein, any person operating as a mobile food vendor who violates any provisions of this section, the vehicle, cart or establishment which is being operated as such shall be impounded by the Neptune Township Police Department. In the event that any such vehicle is impounded, the vehicle, cart or truck may be redeemed by the person upon payment of the cost of impounding and the storage charges established by municipal ordinance. Said storage charge and costs of impounding shall be the same as are established for the impounding of motor vehicles.



## INSTRUCTIONS FOR ELECTRONIC VENDOR BACKGROUND CHECKS

Vendor background checks are processed online through Identogo. The website is: <http://uenroll.identogo.com>

You will need to enter the following codes and numbers when filling out the online application:

Service Code/Local Ordinance – **2F17ZY**  
Agency Number/Contributor Case/Ordinance – **NJ0133400**

If you enter any of these codes/numbers incorrectly, you will have to be fingerprinted again.

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If you are in the NJ Portal System already, log on to <https://www.njportl.com/njsp/criminalrecords> and click on the Online Form 212A, located on the lower left side of the page.

Reason for Filing Request – Local Ordinance  
Description – Enter “Mobile Vendor”, “Solicitor”, or “Taxi”

Please call 732-988-8000 ext. 427 with any questions.