

Town of Dover

37 North Sussex Street

Dover, NJ 07801

(973) 366-2200

Mobile Vending Licensing Procedures

1. Town Clerk's Office (973-366-2200 x 1110) Obtain an application for a Town of Dover Mobile Vending Permit. The permit expires on May 31 of each year.
2. Dover Police Department (973-366-0302) Register with the Police Department. A background check may be required.
3. Fire Department (973-366-2200 x 1156/1155) Must obtain approval from Fire Prevention Official.
4. Health Department (973-366-2200 ext 1121, Health Inspector) Arrange for a Pre-OP sanitary inspection of the mobile vending food vehicle by the Health Inspector. A sanitary inspection is conducted once each year.
5. Town Clerk's Office (973-366-2200 x 1110) Bring all completed paperwork from steps 1-3, with appropriate fees, to complete the application process for a Town of Dover Mobile Vending Permit.
6. Health Department (973-366-2200 x 1121) Mobile Food & Drink License Application. Return the completed application to the Health Department with the appropriate fee and all approved permits from Clerk's office, Fire, and Police Dept. The license expires on December 31st of each year.

Please be advised that selling food and/or beverages in the Town of Dover without the proper licenses and permits may result in fines.

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Procedimientos de Licencia de Venta Móvil

1. Oficina del Secretario Municipal (973-366-2200 x 1110) Obtenga una solicitud para un permiso de venta ambulante de la ciudad de Dover. El permiso vence el 31 de mayo de cada año.
2. Departamento de Policía de Dover (973-366-0302) Regístrese en el Departamento de Policía. Es posible que se requiera una verificación de antecedentes.
3. Departamento de Bomberos (973-366-2200 x 1156/1155) Debe obtener la aprobación del Oficial de Prevención de Incendios.
4. Departamento de Salud (973-366-2200 ext 1121, Inspector de Salud) Organizar una inspección sanitaria preoperatoria del vehículo de venta ambulante de alimentos por parte del Inspector de Salud. Una vez al año se realiza una inspección sanitaria.
5. Oficina del Secretario Municipal (973-366-2200 x 1110) Traiga toda la documentación completa de los pasos 1-3, con las tarifas adecuadas, para completar el proceso de solicitud de un permiso de venta ambulante de la ciudad de Dover.
6. Departamento de Salud (973-366-2200 x 1121) Solicitud de Licencia Móvil de Alimentos y Bebidas. Devuelva la solicitud completa al Departamento de Salud con la tarifa correspondiente y todos los permisos aprobados por la oficina del Secretario, el Departamento de Bomberos y el Departamento de Policía. La licencia vence el 31 de diciembre de cada año

Tenga en cuenta que la venta de alimentos y / o bebidas en la ciudad de Dover sin las licencias y permisos adecuados puede resultar en multas.

Different Mobile Vendor Licenses:

Class 1: One license per person for that area of Town known as "The Downtown," bordered on the south by parking lots between Morris Street and Prospect Street, on the north by McFarland Street, on the east by Mercer Street and on the west by Prospect Street.

Class 2: One annual license per person within the paved portion of the following public parks and/or playgrounds of the Town: Crescent Field, Second Street Playground, Hooey Park, King Field, Hurd Park, Steffany Park at Waterworks and Overlook Park. The Town's Police Department shall determine where, in each park, the licensee may be located, giving particular consideration to the safety of the children approaching the vendor.

Class 3: One annual license per person for the sale of frozen dairy products and frozen snacks from a motorized vehicle. The licensee may sell in any zone, provided that no sale stops shall be for more than 10 minutes in any residential zone and 30 minutes in any other zone.

Class 4: One annual license per person for the sale of snacks and meals from a lunch truck. Licensees shall not be permitted to sell in any residential zone, and shall be limited to sale of food on private property with the permission and invitation of the property owner. Licensees may sell food for as long as one hour in the morning and one hour in the afternoon of any twenty-four-hour period.

Licencias de diferentes proveedores móviles:

Clase 1: Una licencia por persona para esa área de la ciudad conocida como "El Centro", bordeada al sur por estacionamientos entre Morris Street y Prospect Street, al norte por McFarland Street, al este por Mercer Street y al oeste por Prospect Street.

Clase 2: Una licencia anual por persona dentro de la parte pavimentada de los siguientes parques públicos y/o áreas de juego de la ciudad: Crescent Field, Second Street Playground, Hooey Park, King Field, Hurd Park, Steffany Park en Waterworks y Overlook Park. El Departamento de Policía de la Ciudad determinará dónde, en cada parque, se puede ubicar al titular de la licencia, dando especial consideración a la seguridad de los niños que se acerquen al vendedor.

Clase 3: Una licencia anual por persona para la venta de productos lácteos congelados y bocadillos congelados desde un vehículo motorizado. El titular de la licencia puede vender en cualquier zona, siempre que ninguna parada de venta sea de más de 10 minutos en cualquier zona residencial y de 30 minutos en cualquier otra zona.

Clase 4: Una licencia anual por persona para la venta de bocadillos y comidas de un camión de almuerzo. A los licenciarios no se les permitirá vender en ninguna zona residencial, y se limitarán a la venta de alimentos en propiedad privada con el permiso y la invitación del dueño de la propiedad. Los titulares de licencias pueden vender alimentos durante una hora por la mañana y una hora por la tarde de cualquier período de veinticuatro horas.

FEE: \$300.00

MOBILE FOOD LICENSE

**DOVER HEALTH DEPARTMENT
MOBILE VENDOR - FOOD AND DRINK LICENSE**

BUSINESS INFORMATION

Type of Business (check one): CATERERS _____ MOBILE VENDOR _____

Business Name: _____ Phone #: _____

Business Address: _____

BUSINESS TYPE: INDIVIDUALLY OWNED _____ PARTNERSHIP _____ *CORPORATION _____

*If a corporation, please list the name and address of the President:

Name of Owner: _____ Phone #: _____

Owner's home address: _____

FOOD INFORMATION

The New Jersey State Sanitary Code requires that any mobile food vending unit must operate from a commissary or other fixed wholesale or retail food establishment where food supplies can be kept, and where all cleaning of the unit can be conducted.

Name & Address of Commissary or other fixed wholesale or retail food establishment:

Names & Addresses of food suppliers:

Types of foods that will be serve (produce, hot food, sandwiches, etc.):

Means of refrigerating perishable foods:

Means of protecting foods from contamination such as dust, insects, etc.:

**PLEASE SEE REVERSE SIDE OF THIS FORM
APPLICATION MUST BE COMPLETED IN ITS ENTIRETY - INCOMPLETE FORMS WILL BE RETURNED**

Late Fee January 31st: _____ RECEIVED BY: _____
OFFICIAL USE ONLY - DO NOT WRITE IN THIS BOX
CASH _____ MO/CHECK: _____ DATE: _____ LICENSE #: _____

FEE: \$300.00

MOBILE FOOD LICENSE

LICENSES ARE NOT TRANSFERABLE.

Licenses may be suspended or revoked by the Dover Health Department upon violation of purposes, intent and provisions of Chapter 24 of the NJ State Sanitary Code, the Food and Beverage Vending Machine Code, the Solid Waste Code, other ordinances of the Dover Health Department, other ordinances of the Town of Dover, and statutory laws of the State of New Jersey relating to the conduct of such businesses.

Food and Drink Licenses are valid from January 1 to December 31 of each year.

Food and Drink Licenses must be renewed during December of each year.

Sanitary Inspection Placard and current Food and Drink License must be displayed to the public at all times while operating in the Town of Dover.

In consideration of such license, I hereby agree to conduct the said premises in conformance with the purpose, intent and provisions of the above-mentioned codes or ordinances stated herein.

Signature and Title of Applicant

Date

APPLICATION MUST BE COMPLETED IN ITS ENTIRETY - INCOMPLETE FORMS WILL BE RETURNED

Food and Drink License Application Fee Schedule

MOBILE VENDOR _____ \$300.00

Mail your check or money order payable to the "Town of Dover" along with your completed application to:

**Dover Health Department
37 N. Sussex Street
Dover, NJ 07801**

If you have any questions regarding this application, please call the Dover Health Department at: 973-366-2200 x 1120/1116.