



TOWNSHIP OF SOUTHAMPTON

5 RETREAT ROAD
SOUTHAMPTON, NJ 08088

Phone # 609-859-2736
Fax # 609-859-3202

Solicitation Permit Registration Requirements

1. Sworn application must be provided to the Township of Southamptton fifteen (15) days prior to the date of the commencement of the sale.
2. No soliciting shall be conducted between the hours of 9:00 p.m. and 9:00 a.m. from Sunday night through Saturday night. No solicitation shall be conducted between the hours of 9:00 p.m. Saturday night through 11:00 a.m. Sunday morning.
3. Two (2) photographs, taken within the last ninety (90) days, of the registrant, approximately two and one-half (2½) inches by two and one-half (2½) inches in size showing the registrant's head and shoulders in a clear and distinguishing manner must accompany application.
4. Written authorization from owner or property where vending shall be located (only one roadside vending license for each authorized property during the same time period) must be provided.
5. Sketch of vending area, showing ingress, egress, and parking must be provided.
6. Copy of sales tax certificate.
7. Payment of \$75.00 registration fee. (Non-profit-making vendors are not required to pay this fee.)
8. Certificate of insurance satisfactory to the Township demonstrating that registrant has general liability insurance coverage for operation of roadside stand in the minimum amount of Twenty-Five Thousand Dollars (\$25,000).
9. Must be inspected by the Health Department (609-265-5568).

Additional Information:

- After submission of the application and requisite fee by the applicant, the Township Clerk, or her designee shall review the application to corroborate the information required by the application form and to aid the Township Clerk in determining whether the application is a qualified applicant; for example, whether the application is a bona fide, non-profit-making vendor.
- Permits are valid for a term of six (6) months. Thirty (30) days prior to the expiration of the permit, a renewal can be requested. A fee of \$50.00 will be charged, and will extend the permit for an additional six (6) months.
- Duplicate licenses may be issued by the Township Clerk to replace any license previously issued. A duplicate license fee of \$5.00 will be charged.
- Each representative or agent shall carry the issued license at all times, and shall display upon request.

Additional supporting information can be found by reviewing the Southamptton Township Ordinance Number 2014-26.