

Return To: City of Concord
Code Administration
Health Services
37 Green St



FEE: \$65/day

Application fees are non-refundable
Make checks payable to:
CITY OF CONCORD

Application for Temporary Food/Peddler License

Applicant Information			
Full Name:		Date:	
<i>First</i>	<i>Last</i>	<i>M.I.</i>	
Address:			
<i>Street Address</i>			<i>Apartment/Unit #</i>
<i>City</i>		<i>State</i>	<i>ZIP Code</i>
Phone:		Email:	
Name of Event:		Start Time of Event:	AM/PM
Date(s) of Event:		End Time of Event:	AM/PM
Set-Up Time:			
Business Name:			

REQUIRED SUPPLEMENTAL DOCUMENTS

These documents are required for your application to be processed

State of NH Hawkers/Peddlers License	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Certificate of Insurance OR Registration to Attend Licensed Event:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Written Permission from Property Owner OR Registration to Attend Licensed Event:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Color Copy of Driver's License	YES <input type="checkbox"/>	NO <input type="checkbox"/>
ServSafe Certification	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Current Food License	YES <input type="checkbox"/>	NO <input type="checkbox"/>

FOOD SAFETY MEASURES

NOTE: You may attach a copy of your menu to describe food products being offered

Will your food require hot holding?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Handwashing Facility:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Will your food require cold holding	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
List hot/cold holding methods:						
List All Foods:						
Source of Food:						
Grilling or Frying at event?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	List Safety Precautions:			
Tent?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	List Size:			
Tents 400 square feet in area or larger require a Fire Prevention Permit						

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VEHICLE AND VENDING INFORMATION

	Year:	Make:	Model:	Color:	Plate #:
Vehicle Description					
VIN:					
Location for Sale of Goods:					
To Apply for A Parking Encumbrance Permit, Contact DAVID FLORENCE at CPD (603-225-8600) or complete the form located on the CPD website: http://www.concordnh.gov/DocumentCenter/View/11983/Parking-Space-Encumbrance-Permit-REV-06-26-2018?bidId=					
THIS IS REQUIRED TO VEND OUT OF A PARKING SPACE					

ADDITIONAL DETAILS

- All food trucks or mobile food service vendors shall hold a valid City of Concord food service license and peddler license while operating within City limits.
- Food trucks or mobile food service vendors shall ONLY operate in non-residentially zoned neighborhoods.
- Allowable hours of operation for food trucks or mobile food service vendors shall be from 8:00 AM to 9:00PM unless otherwise specified by the Health & Licensing Officer
- All food trucks or mobile food service vendors shall be staffed with at least one member who is ServSafe Food Protection Manager certified, or other ANSI certified course, per FDA Food Code requirements.
- If occupying a parking space or otherwise operating independently of a licensed special event, food trucks or mobile food service vendors may only park in **LEGAL PARALLEL PARKING SPACES** and shall serve to the sidewalk.
- Food trucks or mobile food service vendors wishing to operate in a metered or time-limited parallel parking space shall be require to secure a parking encumbrance permit through the Police Department, and shall display such permit in their vehicle throughout the duration of their operations in the space.
- Food truck or mobile food service vendors shall sign up on the Food Truck Calendar in the Code Administration Office, 37 Green St, not less than one week in advance of their desired date of operation. No vendor may sign up for more than three (3) consecutive dates at a time.
- Food trucks or mobile food service vendors shall not operate outside of reserved calendar dates and times unless affiliated with a licensed Special Event.
- Food trucks or mobile food service vendors shall be fully self-contained and **shall not rely on an external generator** to operate their facility, nor idle their vehicles for longer than 5 minutes.
- The City reserves the right to limit the number of food trucks and parking spaces at which food trucks and mobile food service vendors are permitted.
- Food trucks or mobile food service vendors shall be subject to applicable City fees.
- All food trucks shall comply with the City of Concord Code of Ordinances, including Article 15-8, Peddlers (https://library.municode.com/nh/concord/codes/code_of_ordinances?nodeId=TITIGECO_CH15LIREBUTR_OC_ART15-8PE)
- The City reserves the authority to amend or modify these rules at any point.
- Contact the Health & Licensing Officer with questions at 603-230-3640, or gwilliams@concordnh.gov

Signature

Signature: _____ Date: _____

Signature: _____ Date: _____

Health & Licensing Officer