

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



FEE: \$350
Application fees are non-refundable
 Make checks payable to:
CITY OF CONCORD

Application for Food Truck & City 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:	
Date(s) of Operation			
Hours of Operation			
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	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Written Permission from Property Owner	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?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	List Safety Precautions:			

CONTINUED ON NEXT PAGE

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