



Borough of Manville
Clerk's Office
 325 N. Main Street
 Manville, NJ 08835
 (908)448-8300

Ice Cream Truck- Peddler's License Application

Ice Cream Truck

\$50.00 Initial

\$100.00 Annual

Ice Cream Truck Submission Timeline Checklist

No Peddler Shall Have An Exclusive Right To Any Location, Nor Shall He Be Permitted To Operate From A Fixed Location Or In Any Congested Area Where His Operations Might Impede Or Inconvenience The Public. For The Purpose Of This Section, The Judgment Of A Police Officer, Exercised In Good Faith, Shall Be Deemed Conclusive As To Whether The Area Is Congested Or The Public Impeded Or Inconvenienced.

Step 1 File Completed Application And Fee To The Borough's Clerk's Office \$50 Check made out to Borough of Manville.

Step 2 File Application for a Food Establishment License
 Application Included
 \$50 Check made out to Borough of Manville, Board of Health.

Step 3 File Fingerprinting and Background Check Information with the Police Department.

Step 4 Satisfactory Inspection from Health Officer.

Step 5 Upon Successful Completion of Steps 1-4, Borough Clerk Will:

- Provide Proof of Inspection Issued by Health Inspector
- Provide Food Establishment License Issued by Board of Health (BOH).
- Issue a License for Ice Cream Truck- Peddler's License Application

Special Events Are Not Subject To The Terms Of This Application. Please Contact The Health Officer For An Inspection And Special Event License.



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Vendor Information

Vendor Permanent Address _____
 Name of Establishment _____ Manager/ Owner/ Contact _____
 Street Address _____ Town _____ State _____ Zip _____
 Vendor E-mail Address _____ Vendor Phone Number _____

Owner of Mobile Food Vendor Information

Owner Address _____
 Business Owner Name _____ Owner E-mail Address _____ Owner Phone Number _____
 Street Address _____ Town _____ State _____ Zip _____

Type Of Vehicle To Be Used Cart Truck Trailer Other _____

Vehicle Information

Vehicle Make	Model	Year	Vin #	Plate Number	Insurance	Policy Number
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Driver/ Operator Information

Full Name _____ Driver License Number _____

Checklist Items to be Provided by Applicant:

Certificate of Liability Insurance for minimum \$100,000 Sales and Use Tax Certificate
 Procurement of a Food Establishment License Satisfactory Inspection from Health Department Fee Cash _____ Check _____

Signature _____ Print Name _____

Application will not be accepted if it is not signed

Please submit application and fee to Borough of Manville, Clerk's Office. Checks should be made payable to Borough of Manville.



BOROUGH OF MANVILLE

325 N Main Street
Manville, NJ 08835
908-448-8300

For Office Use
Date _____
Amt. Rec. _____

APPLICATION FOR A LICENSE TO OPERATE A RETAIL OR MOBILE FOOD ESTABLISHMENT WITHIN BOROUGH OF MANVILLE

PLEASE MAKE CHECKS PAYABLE TO BOROUGH OF MANVILLE

The State of New Jersey defines a retail food establishment as any operation that stores, prepares, packages, serves, vends or otherwise provides food for human consumption: 1. Such as a restaurant; satellite or catered feeding location; catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people; market, vending location; institution; or food bank and 2. That relinquishes possession of food to a consumer directly, or indirectly through a delivery service such as home delivery of grocery orders or restaurant take out orders, or delivery service that is provided by common carriers. 3. An element of the operation such as a transportation vehicle or a central preparation facility that supplies a vending location or satellite feeding location unless the vending or feeding location is permitted by the health authority; 4. An operation that is conducted in a mobile, stationary, temporary, or permanent facility or location; where consumption is on or off the premises; and regardless of whether there is a charge for the food.

New License _____ Renewal License _____ Exempt Establishment _____

Trade Name of Establishment _____

Address _____

Telephone _____ Email _____ Fax _____

Manager _____

Square Footage of Building _____ Block Lot _____

Number of Seats _____

CORPORATE OR HOME INFORMATION

Name of owner(s) and/or corporation _____

Corporate or Home Phone _____

Corporate/Home Address _____

(Not business address)

Officers _____ SSN _____

Signature of Applicant _____ Date _____

IN THE EVENT OF AN EMERGENCY AFTER HOURS PLEASE CONTACT :

List several if necessary

NAME _____ **PHONE NUMBER** _____

BOROUGH OF MANVILLE

NOTE: Exemptions -

Businesses whose sales of food items are limited solely to the sale of pre-packaged food, such as dry goods and other non-perishable items, which is displayed in an area not exceeding twenty (20) square feet shall be exempt from the payment of licensing fees. If over 20 square feet, refer to the square footage fee schedule.

Applications must be submitted even though a fee may not be applicable. Please state the food or beverage product that you handle and the square footage that the product occupies. You will be inspected to ensure compliance with New Jersey State laws.

MOBILE VENDORS

Units with food preparation	\$125.00
All food items pre-packaged	\$100.00
Ice Cream or Ices	\$100.00
Special Events (fairs or carnivals)	\$50.00

Chapter 203-6.B Re-inspection. There shall be a fifty (\$50.00) dollar fee for each re-inspection which is required as a result of an inspection rating other than satisfactory.

Chapter 203-6.A Late Fee There shall be a late fee of fifty (\$50.00) dollars for all persons who fail to register for their Retail Food and Beverage License later than January 30th of the license year.