

August 2024



North Coventry Township

Solicitation (Transient Retail) License Application

In accordance with North Coventry Township Ordinance No. 02-2024 regulating peddling and soliciting and establishing regulations for transient retail businesses.

Applicant Name: _____ Phone Number: _____

Email Address: _____ Home Address: _____ City: _____

State and ZIP: _____ Email Address: _____

Driver's License #: _____ State: _____ DOB: _____
(Enclose copy of ID)

Please indicate if this is an application for a **new license** or an application to **renew an existing license**:

Organization/Company Name: _____ Supervisor Name: _____

Address and Phone Number: _____

Type of Merchandise/Ware/Goods: _____

A description of the proposed location of the soliciting activity: _____

Dates and Proposed Hours of Solicitation/Peddling: _____

Make, model and color of vehicle to be used: _____

License Plate Number: _____

Are goods subject to sales tax? _____ If not, applicant must provide proof by the Commonwealth of Pennsylvania such as a sales tax permit with application.

Indicate if provided: _____

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Applicant must provide written proof of authority to represent the company or individual stated in the application.

Indicate if applicable and provided: _____

Has the applicant been convicted of a felony, misdemeanor, or ordinance violation, other than traffic violations? If the answer is yes, describe the nature of the offense or violation, the penalty or punishment imposed, the date when and place where such offense occurred and any other details.

List the names of other communities in which the applicant has worked as a solicitor in the past twelve (12) months; and if the applicant was employed by a different company in those communities, the name of those companies shall be stated.

IMPORTANT INFORMATION

- The fee for this license is \$40.00 per week for each permitted individual. Licenses are permitted for a two week, or fourteen (14) day period. The applicant must re-apply should they wish to continue business after the initial two week, fourteen (14) day period.
- The permitted hours of solicitation are from 9:00 a.m. – 8:00 p.m. (or sunset, whichever comes earlier) Monday – Saturday. Soliciting is not permitted on Federal holidays or on Sundays.
- You must submit a Passport size photo with each application, either printed or electronic.
- If your application is approved, you will be provided with a Township issued license and license identification badge that must be worn conspicuously by the solicitor during soliciting activities. The badge shall be displayed upon request to all police officers, Township officials, and citizens of the Township.
- Every member of your group must file individual license applications, and each member shall display their respective license as noted above.
- The Township will post the approved licenses on the Township website to advise residents of the identity of solicitors with active licenses.
- The Township possesses a **“Do Not Solicit Registry.”** The Do Not Solicit Registry is comprised of landowners and residents of the Township who do not wish to be contacted by non – exempt peddlers, solicitors and transient retailers on their property. If the application for license is approved the solicitor will be provided a copy of the most recent “Do Not Solicit Registry.” It is noted that the prohibition against non – exempt solicitors entering properties on the Do Not Solicit

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Registry shall be in addition, not in place of, the prohibition against such individual soliciting, peddling, or distribution on properties displaying "No Soliciting:" or other similar sign or signs.

- The application is reviewed by Township staff and is issued or denied within ten (10) business days of the receipt of a completed application with payment of the prescribed fee. If an application is denied, any person aggrieved by a determination made under the Solicitation and Peddling Ordinance shall have the right to appeal to North Coventry Township.
- A complete list of operating rules, prohibited acts, violations and penalties are contained in the Soliciting Ordinance.

CERTIFICATION

I hereby certify that the information contained herein is true and correct to the best of my knowledge and belief. I understand that if I knowingly provide false statements herein, I am subject to such penalties as may be prescribed by law or ordinance. I authorize North Coventry Township to gather all necessary information about me, including criminal records or lack thereof to the requesting official.

Submitting this application is not the same as approval of the application. You may not begin to solicit/peddle until you have received an approved license by North Coventry Township.

Applicant Signature: _____ Date: _____

FOR TOWNSHIP STAFF ONLY:

Chief of Police or Designee Name and Signature of Review:

Date: _____

Township Manager or Designee Name and Signature of Review:

Date: _____

Approved: _____

Denied: _____

Remarks: _____