

Food Vendor Application Checklist

(NOTE: Incomplete applications will not be accepted.)

√ Rec'd:

- _____ * Certificate of Insurance for Commercial General Liability

- _____ * Workers Compensation Insurance Certificate or notarized letter of from an authorized company representative explaining the reason the business has none

- _____ * Signed and dated Indemnification Agreement

- _____ * Proof of Insurance and Registration for cars/trucks/trailers to be used (must be current)

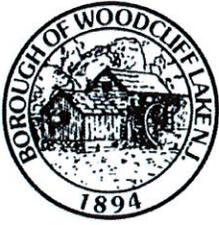
- _____ * Copy of Driver's License (must be current)

- _____ * Completed 2-page Motorized Food Vendor Application Form

- _____ * \$75 check payable to: Borough of Woodcliff Lake

- _____ * Completed Fire Prevention Bureau Permit Application

** See attached Vendor Insurance Requirements **



Borough of Woodcliff Lake

188 Pascack Road

Woodcliff Lake, NJ 07677

Phone: 201-391-4977 / Fax: 201-391-8830

Motorized Food Vendor Application Form

Business Information

BUSINESS NAME: _____

PRIMARY CONTACT: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

BUSINESS PHONE: (____) _____ CELL PHONE: (____) _____

EMAIL: _____

Description of goods being sold: _____

Vehicle and Driver's License Information

DRIVERS LICENSE NUMBER: _____ STATE: _____

VEHICLE MAKE: _____ YEAR: _____ COLOR: _____

BODY TYPE: _____ LICENSE PLATE NUMBER: _____

Provide a copy of Driver's License, Vehicle Insurance & Registration for vehicles being used

Provide a copy of General Liability Insurance providing a minimum \$1,000,000

Provide proof of Workers Compensation Insurance or notarized letter explaining the reason why business has none

Provide a \$75 check payable to: Borough of Woodcliff Lake

Provide completed Fire Prevention Bureau Permit application

Provide signed and dated Indemnification Agreement

Per Ordinance #16-04:

A License will be issued only after approval by the respective departments: Health, Police Department, and Fire Prevention. A Decal will be issued which must be displayed on the window of the food truck being utilized.

All Licenses will be valid from July 1st - Jun 30th of the following year

MOTORIZED FOOD VENDORS FEE: \$75.00

Must be submitted with the application – Non-Refundable

Checks payable to: **Borough of Woodcliff Lake**, 188 Pascack Road, Woodcliff Lake, N.J., 07677

The operator and employees must observe all Codes, Ordinances, and Rules & Regulations of the Woodcliff Lake Board of Health & New Jersey State Department of Health and others that may be listed within Ord 16-04.

I am aware of the Rules & Regulations and agree to abide by them. Failure to do so may result in a fine, suspension, or the revoking of my license and any fees paid, as well as denial of future applications.

Signature

Date

For office use only:

Application Received By: _____

Date: _____

Health: Approved Denied Signed: _____

Date: _____

WCLFP: Approved Denied Signed: _____

Date: _____

WCLPD: Approved Denied Signed: _____

Date: _____

License Decal #: _____ Rcvd By: _____

Mailed By: _____ Date: _____

BOROUGH OF WOODCLIFF LAKE



VENDOR INSURANCE REQUIREMENTS

The VENDOR shall secure and maintain the following types of insurance in a company or companies acceptable to the BOROUGH OF WOODCLIFF LAKE:

WORKERS COMPENSATION

Coverage is to comply with NJ Statutes and include coverage for Proprietors, Partners and/or Executive Officers. EMPLOYERS LIABILITY limits of \$1,000,000 for each Accident/Disease each Employee.

COMMERCIAL GENERAL LIABILITY

Minimum Policy Limits of: \$1,000,000. Per Occurrence
\$2,000,000. Aggregate

Policy must include Completed Operations Coverage. Policy must be endorsed to evidence BOROUGH OF WOODCLIFF LAKE as Additional Named Insured.

AUTOMOBILE LIABILITY

Minimum policy limit of:
\$1,000,000. Combined Single Limit (CSL) covering all Owned, Non-Owned and Hired vehicles.

UMBRELLA LIABILITY (Required if checked)

Minimum Policy Limit of: \$1,000,000. / Per Occurrence
\$1,000,000. / Annual Aggregate

PROPERTY INSURANCE

The VENDOR is required to insure his/her own Property. The BOROUGH OF WOODCLIFF LAKE does not provide any insurance coverage for the CONTRACTOR's property.

DESCRIPTION OF OPERATIONS

The BOROUGH OF WOODCLIFF LAKE is to be named as an Additional Named Insured as it relates to services and/or products provided by the CONTRACTOR. The Certificate of Insurance shall include such language.

INDEMNIFICATION AGREEMENT

The VENDOR agrees to defend, indemnify and save harmless the BOROUGH OF WOODCLIFF LAKE, its officers, agents and employees from any and all liability suits, actions and demands and all damages, costs or fees resulting from injuries to persons or property, including accidental death, arising out of or in connection with said event or any reason of the operations associated with said event. Prior to the event or any setup thereof, the VENDOR shall furnish the BOROUGH OF WOODCLIFF LAKE with a Certificate of Insurance from the CONTRACTOR's Insurance Carrier certifying the coverages specified above are in force. The Certificate(s) of Insurance shall contain the clause, "BOROUGH OF WOODCLIFF LAKE is to be notified at least thirty (30) days prior to cancellation of any material change in this policy."

BOROUGH OF WOODCLIFF LAKE	
By: _____ PLEASE PRINT - Name & Title	By: _____ (Name of CONTRACTOR's Firm) PLEASE PRINT - Name & Title
By: _____ SIGNATURE & DATE	By: _____ SIGNATURE & DATE



Fire Prevention Bureau

Borough of Woodcliff Lake
188 Pascack Road
Woodcliff Lake, NJ 07677

Phone: 201-391-4977 ex. 200

Fax: 201-391-8830

Voice Mail: 201-391-4977 ex. 225

APPLICATION FOR PERMIT

The Uniform Fire Code states:

"Permits shall be required, and obtained from the local enforcing agency for the activities specified in this section, except where they are an integral part of a process or activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the fire official." [N.J.A.C. 5:70-2.7(a)]

Date of application: _____

Location where activity will occur _____

Date _____ Time _____

Applicant Name _____ Address _____

Organization Name _____

Phone/Fax Number _____ Emerg.# _____

Block/Lot _____

The above named applicant hereby requests permission to conduct the following activity at the above indicated location:

And for the keeping, storage, occupancy, sale, handling or manufacture of the following:

(State quantities for each category to be stored, or used and the method stored or used:)

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act in the owner's behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the fire official.

Applicant Signature _____

Fire Official/Fire Inspector Signature _____

Fee Amount \$75.

Permit Type 1

Note: There are five types of permits. See attached sheets for type and fee.

Type 1 Permit - \$75.

1. Bonfires;
2. The use of a torch or flame-producing device to remove paint from, or seal membrane roofs on, any building or structure;
3. The occasional use of any non-residential occupancy other than Use Groups F, H or S for group overnight stays of persons over 2-1/2 years of age, in accordance with section F-709.0 of the Fire Prevention Code;
4. Individual portable kiosks or displays when erected in a covered mall for a period of less than 90 days, and when not covered by a Type 2 permit;
5. The use of any open flame or flame producing device, in connection with any public gathering, for purposes of entertainment, amusement, or recreation;
6. Welding and cutting operations except where the welding and cutting is performed in areas approved for welding and is registered as a type B Life Hazard use;
7. The possession or use of explosives or blasting agents, other than model rocketry engines regulated under N.J.A.C. 12:194;
8. The use of any open flame or flame-producing device in connection with the training of non-fire service personnel in fire suppression or extinguishment procedures;
9. The occasional use in any building of a multipurpose room, with a maximum permitted occupancy of 100 or more for amusement, entertainment or mercantile type purposes.
10. The storage or handling of class I flammable liquids in closed containers of aggregate amounts of more than 10 gallons, but not more than 660 gallons inside a building, or more than 60 gallons, but not more than 660 gallons outside a building.
11. The storage or handling of class II or IIIA combustible liquids in closed containers of aggregate amounts of more than 25 gallons, but not more than 660 gallons inside a building, or more than 60 gallons, but not more than 660 gallons outside a building.
12. Any permanent cooking operation that requires a suppression system in accordance with N.J.A.C. 5:70-4.7(g) and is not defined as a life hazard use in accordance with N.J.A.C. 5:70-2.4.
13. The use as a place of public assembly, for a total of not more than 15 days in a calendar year, of a building classified as a commercial farm building under the Uniform Construction Code.

Type 2 Permit - ~~150.00~~ 75

1. Bowling lane resurfacing and bowling pin refinishing involving the use and application of flammable liquids or materials;
2. Fumigation or thermal insecticide fogging;
3. Carnivals and circuses employing mobile structure used for human occupancy;
4. The use of a covered mall in any of the following manners:
 - (a) Placing or constructing temporary kiosks, display booths, concession equipment or the like in more than 25 percent of the common area of the mall;
 - (b) Temporarily using the mall as a place of assembly;
 - (c) Using open flame or flame devices;
 - (d) Displaying liquid or gas fueled powered equipment; or
 - (e) Using liquefied petroleum gas, liquefied natural gas, and compressed flammable gas in containers exceeding 5 pound capacity.
5. Storage outside of buildings of LP-gas cylinders when a part of a cylinder exchange program.

REQUIREMENTS AND REGULATIONS

Article III: Rules Governing Motorized Food Vendors (aka Food-Truck)

- Motorized food vendors shall affix to the vehicle a copy of the license issued by the Borough, the certificate of registration issued by the New Jersey Division of Taxation and shall have displayed prominently on or adjacent to the doors of the vehicle, a placard or lettering with the name and address of the owner, lessee and/or lessor of the vehicle. Said information shall be in letters and numbers no less than three (3) inches in height in accordance with N.J.S.A. 39:4-46.
- No motorized food vendors shall occupy the public street and/or the sidewalk or any public park/recreation facility without special permission.
- Motorized food vendors shall only occupy private commercial properties with the expressed permission of the property owner on Monday through Friday from 7 AM to 3 PM, excluding public holidays. No more than two (2) motorized food vendors shall be permitted on any single property at any given time. No motorized food vendors shall occupy any portion of the public street and/or the sidewalk.
- Residents and not-for-profit organizations may request the presence of food trucks on their property for special occasions. Such request shall be made to the Borough Administrator who shall make a determination in his/her own discretion. Such determination shall include the number of trucks allowed and the hours of operation for same. No motorized food vendors shall occupy any portion of the public street and/or the sidewalk.
- No motorized food vendors shall operate or be parked in any area where parking of motor vehicles is prohibited, restricted or regulated.
- Property owners, residents and/or organizations giving permission to or requesting the presence of motorized food vendors shall assure that the motorized food vendor vehicle is parked legally and not obstructing the flow of vehicle or pedestrian traffic.
- Nothing in this chapter shall limit the Borough or any of its entities from the hiring of motorized food vendors for special events in any quantity as they deem fit. The municipality may in its discretion utilize public property, public recreation facilities, streets and/or sidewalks for such events.
- Motorized food vendors shall provide trash and recycling receptacles within ten (10) feet of their site and shall collect all trash and debris within twenty-five (25) feet before leaving their site. Collected trash must not be deposited in public trash receptacles.
- All motorized vehicles must abide by all existing traffic and parking regulations.
- No motorized food vendor shall serve food or drink to a motorist or occupants of a vehicle.
- No motorized food vendor shall provide in-truck dining services or sidewalk tables and chairs.
- Motorized food vendors vehicles shall be solely used for the commercial use of food service and shall not contain sleeping quarters.
- Grills, generators, or other items related to the motorized food vending operation shall be physically attached to the vehicle
- Motorized food vendors must have a portable water tank/sink for hand washing attached to their vehicle as per N.J.A.C. 8:24-5.3.
- All motorized vehicles must abide by all existing traffic and parking regulations.