The City of Poughkeepsie
New York

62 Civic Center Plaza
Poughkeepsie, New York 12602
Telephone (845) 451-4276
Facsimile (845) 451-4239

HAWKING AND PEDDLING
INSTRUCTION SHEET

Before applying for a license, you should fully understand what a license allows you to do, where you can vend, where you cannot vend. It is up to you to decide if you want a license knowing that these conditions apply. If you do obtain a license and do not adhere to the restrictions, you will be issued a summons to appear in court by the police department.

- A Hawking & Peddling License does not give you permission to sell citywide. It is unlawful in all city parks without a special permit and is prohibited in certain areas and streets. Please read Section 10-17 for complete details.

- A Hawking & Peddling License does not allow you to set up a permanent stand on the street or to vend from a parked truck…You may only stop while in the actual process of selling to a customer; otherwise, you must be in motion. Please read Section 10-16 for complete details.

Processing time will be approximately two (2) weeks.

Applications for Hawking and Peddling are to be obtained from the City Chamberlain's Office. Three (3) **completed** applications must be **notarized**, reviewed by the City Chamberlain's Office, and submitted to the Records Office of the Police Department.

You will need to attach the following to your applications:

- Driver's License

- Vehicle Registration

- Vehicle Insurance

- 3 Passport Size Photos taken within the last 30 days

- Dutchess County Health Department Food Permit (**only if selling food)**

- Weights and Measures Certificate (**only if required)**

- DD 214 Discharge Certificate or Notification Letter from Veterans Affairs (**only if required by Veteran's Exemption)**

- ONE (1) Postal Money Order *ONLY* for Fingerprinting (make payable to The City of Poughkeepsie) in the amount of $125.00. All other types of money orders WILL NOT be accepted.

Applications are approved by the Police Department and you will be notified by the City Chamberlain's Office, via telephone when to pickup your license. When you pickup your license, the appropriate fee is due. You may pay by Visa/Mastercard, money order, cash, certified check, or business check. Should your application be denied, you will receive a notice by mail from the City Chamberlain's Office. Please allow two weeks for processing your application.

HAWKING AND PEDDLING FEES

$200.00	**Full Season Fee (May 1 to April 30 of following year)**
$125.00	**6 Month Fee (6 months from the day of issuance)**
$25.00	**Daily Fee**
$75.00	**Lost/Stolen Replacement License Fee**

PLEASE NOTE: Should you receive any violation for vending without the proper license, your license for the current year will be revoked. If you violate any of the guidelines listed in the attached ordinance, your license will be revoked and subject for review. Read the ordinance carefully. Thank you for your patronage.

The City of Poughkeepsie, New York

62 Civic Center Plaza Poughkeepsie, NY 12601 Phone: (845) 451-4276 Fax: (845) 451-4239

VENDOR PERMIT APPLICATION

Name, Date, and Location of Community Event:

_____

Your Name: _____

Your Address: _____

Your Phone #: _____

Place(s) of Residence for the Past Five (5) Years (Street, City, State, Zip Code):

_____

_____

_____

Business or Employers for the Past Five (5) Years (including location(s)):

_____

_____

_____

Age: _____ **Height:** _____ **Weight:** _____ **Eye Color:** _____

Hair Color: _____

Place of Birth (City, State, Country): _____

Date of Birth (Month, Day, Year): _____

Have you ever been convicted of a felony, misdemeanor, or violation of any municipal ordinance, except traffic violations? ☐ Yes ☐ No
(If you indicated yes, please list the date, court ordinance(s) violated, and sentence of the court)

Date:_____

Ordinance(s) Violated: _____

Sentence: _____
Have you been previously licensed in any occupation? ☐ Yes ☐ No
(If you indicated yes, please list the type of license, where it was issued, and for what time periods)

Type: _____

Location of Issuance: _____

Time Period: _____

Have you ever had a license revoked? ☐ Yes ☐ No
(If you indicated yes, please provide the date of revocation, and the reason(s))
Date of Revocation: _____

Reason(s): _____

Name and address of the person, firm, or corporation the applicant represents or is employed by:
Name: _____

Address: _____

The particular business, trade, or occupation for which the license is requested including a brief description of the nature of the business and the kinds of goods or property to be peddled, hawked, or solicited:

_____

_____

Number of Days you intend to vend goods: _____

Manner in which goods will be transported:
☐ Foot ☐ Motorized Vehicle ☐ Both-Foot & Motor Vehicle

If you are using a motor vehicle, please indicate type (make/model/year):
Make: _____ **Model:** _____

Year: _____

Registration Information:

_____

Insurance Information:

_____

(To operate a motorized vehicle, you must submit with your application a copy of your current State-Issued Driver's License, your current registration, and your current insurance card. If the registration and insurance card are not in your name, the person named must personally present said information and sign an affidavit)

Has your driver's license or privilege to operate a motor vehicle in any state ever been suspended or revoked ☐ yes ☐ no If yes give date(s) and details below

_____

_____

_____

Applicant New York State Sales Tax I.D. Number: _____

Will weighing and measuring devices be used in the sale of goods? ☐ Yes ☐ No
(If you indicated yes, you must submit a certificate from the Dutchess County Sealer of Weights & Measures with your application)

Are you licensed to handle food in any form? ☐ Yes ☐ No
(If you indicated yes, you must submit a Food Permit issued by the Dutchess County Health Department with your application)

Are you a U.S. citizen? ☐ Yes ☐ No
Permanent Resident Number: _____
(If not please provide, permanent resident number and proof of legal residency to this application)

ACKNOWLEDGEMENTS

I have read the contents of this application and the information contained therein is true, accurate, and complete.

I have read and understand the Rules and Regulations for this permit and understand that this permit may be revoked after notice and hearing pursuant to City of Poughkeepsie Ordinance, Section 7 ¾ -14 and Section 10-9, for any of the reasons set forth therein.

The undersigned represents, stipulates, contracts, and agrees that the applicant and/or sponsor of the vending permitted pursuant to this application will jointly and severally indemnify and hold the City of Poughkeepsie, State of New York, harmless against liability,

including court costs and attorney's fees, and attorney's fees on appeal, for any and all claims for damage to property, or injury to, or death of persons arising from the activities authorized by this vendor permit.

I hereby acknowledge that all information provided in this application is true and current and that I will be held to the rules and regulations provided for under the umbrella vendor application of the event organizer.

Signed: _____ Date: _____

Printed Name: _____

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20 _____.

_____
Notary Public—Commissioner of Deeds