

**VILLAGE OF HINCKLEY**

**APPLICATION FOR MOBILE FOOD TRUCK / FIXED POINT VENDOR LICENSE**

(1) Name and address and telephone number of applicant:

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(2) If applicant is a corporation, limited liability company, or partnership, then the names, telephone number and addresses of all parties holding more than a five percent ownership or control interest shall also be provided.

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(3) The name, telephone number, and address of the party responsible for the day-to-day management/operations of the business:

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(4) Names, current addresses, and telephone numbers of any persons who will be working in the mobile food truck:

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(5) Please attach a copy of the health permit(s) under which applicant will be operating.

(6) Please provide a Certificate of Insurance showing the following:

- Vehicle and general liability insurance certificates, each evidencing at least \$1,000,000.00 coverage and naming the Village of Hinckley as an additional insured.

(7) Please provide a copy of current, valid, registration of the vehicle and/or trailer.

(8) Please provide a brief business narrative describing the location and/or event for which the permit is requested: \_\_\_\_\_

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**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

(9) Proof of a completed background check, acceptable to the chief of police, for any and all persons who will be offering food and/or non-alcoholic beverages for sale as a part of a mobile food vendor or fixed point vendor.

Name: \_\_\_\_\_ PASS \_\_\_\_\_ FAIL

Name: \_\_\_\_\_ PASS \_\_\_\_\_ FAIL

Name: \_\_\_\_\_ PASS \_\_\_\_\_ FAIL

Name: \_\_\_\_\_ PASS \_\_\_\_\_ FAIL

**Chief of Police Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Sec. 58-42. - Vendor requirements.**

**A mobile food truck vendor or fixed point vendor must hold the following certifications at all times of operation within the village and documentation of such shall be provided to the village clerk upon application for a mobile food vendor or fixed point vendor license, and at any other time upon request by the village:**

**(1) Valid DeKalb County Health Department Permit.**

**(2) Vehicle and general liability insurance certificates, each evidencing at least \$1,000,000.00 coverage and naming the Village of Hinckley as an additional insured.**

**(3) Must have a valid state license plate for either a truck or trailer.**

**(4) Any other permits/licenses which may be required by applicable federal, state or local laws, statutes, regulations or ordinances.**

**(Ord. No. 2019-05 , § 2, 4-8-2019)**

**Sec. 58-43. - Provisions for operation of a mobile food vendor or fixed point vendor.**

**No person shall operate as a mobile food vendor or fixed point vendor except in accordance with the following provisions at all times. Failure to do so may result in fines, citations, suspension or revocation of an issued mobile food vendor or fixed point vendor license.**

**(1) Mobile food vendors are allowed to operate at designated areas on a "first come, first served" basis. Only one mobile food vendor or fixed point vendor may occupy a designated area at a time.**

**(2) Fixed point vendors are permitted in commercial and industrial zoned sites.**

**(3 ) Parking of any other vehicles, including vehicles used to tow, within the designated areas during the operation of a mobile food truck is prohibited.**

**(4) Tents, tables, or chairs may be placed within the designated areas, as long as it does not impede traffic or cause a safety hazard.**

**(5) Noise from mobile food vendor, carts or fixed point vendors, including, but not limited to, generators and music, shall not exceed 75 decibels as measured ten feet from any part of the mobile food truck or cart.**

**(6) Mobile food vendors and fixed point vendors shall collect all trash and debris resulting from the operation of the mobile food vendor or fixed point vendor businesses.**

**(7) Mobile food vendors and fixed point vendors operating on private property shall provide certification or other acceptable proof, upon request by the village, that the property owner has granted permission for such operation.**

**(8) Mobile food vendors or fixed point vendor operating in any designated area which is in a public street, road or right-of-way shall observe the following rules:**

- a. Double-parking is not allowed;**
- b. The mobile food truck or cart shall be parked within 12 inches of the curb if possible, but in no event more than 24 inches from the curb;**
- c. No portion of the mobile food truck or cart, or any extension thereof, or adjacent service area shall block, obstruct or interfere with vehicular, bicycle, or pedestrian traffic.**
- d. No portion of the mobile food truck or cart shall be within 50 feet of an intersection;**
- e. The mobile food vendor or fixed point vendor shall be responsible to ensure that no congregation of persons around the mobile food truck or cart creates an obstruction or safety hazard to passerby, whether vehicular, bicycle, or pedestrian.**

**(9) Mobile food vendor (or any employee thereof) and fixed point vendor (or any employee thereof) shall be present at all times during all posted or advertised operating hours. Temporary closure for the purpose of restocking supplies or otherwise carrying out tasks necessary for continued operation shall be permitted.**

**(10) Mobile food vendors and fixed point vendors shall be responsible for the proper disposal of all grease, litter and waste generated by their operation.**

**(11) Mobile food vendors and fixed point vendors conducting retail sales shall not utilize extension cords in such a manner as to cross a public right-of-way or sidewalk. Exceptions to this provision may be granted for special events and all cords must be properly secured.**

**(12) Mobile food vendors and fixed point vendors shall not conduct any major repairs or disassembly of a vehicle or trailer directly at the site of operation.**

**(13) Mobile food vendors and fixed point vendors shall not operate any closer than 200 feet from any restaurant without first receiving permission from that restaurant.**

**(14) All mobile food vendors and fixed point vendors shall abide by any and all other federal, state and local laws, ordinances and regulations applicable to mobile food vendors and fixed point vendors.**

**Sec. 58-44. - Violations.**

**Violations of any provision hereof shall be punishable by fine, and/or suspension or revocation of the license granted hereunder, in the sole discretion of the village. Violations are punishable to a fine up to \$750.00 per day with each day a violation and constituting a separate offense.**

**(Ord. No. 2019-05 , § 2, 4-8-2019)**