

# TOWN OF BOW

## Office of the Town Manager

10 Grandview Road, Bow, New Hampshire 03304

Phone (603) 228-1187 | Fax (603) 224-6680 | Website [www.bownh.gov](http://www.bownh.gov)

### Application HAWKERS, PEDDLERS AND ITINERANT VENDORS In accordance with Town of Bow Code, Chapter 127 General Application

Which are you applying for? Select one.

- HAWKER / PEDDLER - (\$50/year) Any person or organization defined in RSA 320, as amended.
- ITINERANT VENDOR - (\$100/year) Any person or organization defined in RSA 321, as amended.

Describe the proposed activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List the dates and times of the proposed activity: \_\_\_\_\_  
\_\_\_\_\_

Describe the location of the proposed activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### APPLICANT

Name (print clearly) \_\_\_\_\_  
First Middle Initial Last

Date of Birth: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### PROPERTY OWNER

If proposed activity will take place on private property, the property owner must fill out the following information.

Name of Property Owner (print clearly): \_\_\_\_\_

Street Address of Property: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE ATTACH TO THIS APPLICATION:**

- FOR SPECIFIC LOCATION(S): A certificate from the Bow Building Inspector/Code Enforcement Officer that the location is consistent with the Zoning Ordinance and Site Plan Regulations of the Town of Bow. He is located in the lower level at 10 Grandview Rd., Bow NH 03304, (603) 228-1187 x126.

\_\_\_ Check here if NOT APPLICABLE (ex, door-to-door sales)

- STATE LICENSE: A copy of your New Hampshire Hawkers Peddlers license
- DRIVER'S LICENSE (front & back): A copy of the principal's and any agent's driver's license or other State issued picture identification card.
- IF YOU WILL BE USING A MOTORIZED VEHICLE:
  - o Copy of the vehicle's registration
  - o Proof of insurance
  - o An Official Motor Vehicle Record Check (*A release of Motor Vehicle Records Form is available online at nh.gov*)
- FOR FOOD VENDORS ONLY: \_\_\_ Check here if NOT APPLICABLE
  - o A copy of a Food License from State of New Hampshire; and
  - o A statement of inspection from the Town of Bow Code Enforcement Officer
- FOR ACTIVITIES REGULATED BY STATE OF NH: \_\_\_ Check here if NOT APPLICABLE
  - o A copy of a permit from the NH Department of Health (for any sales or services regulated under NH Law)
- FEE / PAYMENT: Payment may be made in the form of cash or check payable to the *Town of Bow*.

\_\_\_Hawkers Peddlers \$50/year      \_\_\_Itinerant Vendors \$100/year

**NEXT STEPS:**

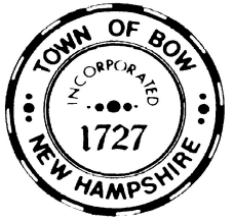
- 1) Submit this original application, with all attachments, to:

Town Manager's Office, 10 Grandview Rd., Bow NH 03301

- 2) BACKGROUND CHECK: Schedule an appointment with the State of NH Criminal Records Unit in Concord NH to have a Criminal Background and Fingerprint check done. You will be charged a fee for this process. **Ask them to send the results to: Bow Town Manager, 10 Grandview Road, Bow NH 03304.**

To schedule an appointment, call (603) 228-3867  
State of New Hampshire, Department of Safety  
Criminal Records Unit, 33 Hazen Drive, Concord NH

- 3) Do not begin any Hawking, Peddling or Vendor activities in Bow until we notify you. Your application and background check must be reviewed and approved to determine if the Town will issue the license.



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### ADDITIONAL INFORMATION ABOUT YOUR APPLICATION FOR A HAWKER, PEDDLER, AND ITINERANT VENDOR LICENSE

**BACKGROUND:** The purpose of this application and process is to protect the safety, health, and welfare of the general public and not to protect the personal or property interests of any individual. Any person or organization intending to engage in hawking, peddling or itinerant vending activities shall not do so until the person or organization has first been issued a valid license by the Bow Town Manager or his/her designee. **For further information, see Chapter 127 of the Town of Bow Ordinances and State of New Hampshire statutes RSA 31:102-a, 31:102-b, 320 and 321.**

**FEE WAIVED FOR BOW ORGANIZATIONS:** Licenses shall be issued without payment of fees to any non-profit corporation or organization duly organized under RSA Chapter 292 and churches and other charitable organizations, provided that any officer of such corporation or organization supplies upon request official proof of such organization located in the Town of Bow.

**EXCEPTIONS:** License and fee do not apply to (Reference 127-5):

- **Youth groups** officially sanctioned by the Town of Bow or by SAU #67, including “lemonade stands” or other similar enterprises operated solely by children aged 16 years or less for a period of two consecutive days or less in a week.
- **“Yard sales” or “garage sales”** when the sale is held on the private residential property of at least one of the sellers, the sale does not exceed three (3) days in duration, and no more than four (4) sales are conducted at that site in a calendar year.
- **Farm stands** located within the bounds of the land upon which the products were grown or raised and the products offered for sale originate from that property.

**SELECTMEN'S PERMISSION REQUIRED FOR ANY ACTIVITY ON TOWN PROPERTY OR WITHIN TOWN RIGHT-OF-WAYS:** Exempt organizations or individuals conducting business on Town of Bow property or within a Town of Bow right-of-way shall obtain advance location and hours of operation approval from the Board of Selectmen or their designee. (Reference 127-5)

**A LICENSE IS REQUIRED WHEN SELLING FROM PRIVATE PROPERTY:** A Town of Bow Hawkers and Peddlers or Itinerant Vendor License shall be required notwithstanding the fact that goods, wares, merchandise or services are to be sold or offered for sale from any private property within the Town. In the case of any such sale or offer for sale from private property, where the itinerant vendor is not the landowner, the landowner of the property shall co-sign the application (Reference 127-11).

**PERMISSION FROM BOW SELECTMEN REQUIRED WHEN SELLING FROM TOWN LAND OR RIGHT-OF-WAYS:** Permission of the Board of Selectmen is required in advance if the vending, hawking, or peddling is to be conducted on land owned by the Town of Bow or within any public right-of-way. (Reference 127-12).

**CHIEF OF POLICE / PAYING FOR POLICE SERVICE:** If it is the opinion of the Chief of Police that the activities impede the flow of vehicular or pedestrian traffic, or creates a health or safety hazard, or a public nuisance, all activities will be required to cease operation. The Chief of Police shall provide to the Town Manager a recommended list of locations in the Town of Bow where any itinerant vending, hawking or peddling shall be expressly prohibited. In locations where itinerant vending, hawking or peddling is allowed, the Chief of Police may require the presence of a paid police detail to preserve the public safety or welfare. The police detail shall be billed by and payable to the Town of Bow at prevailing rates, and shall be the liability of the property owner of the site of the itinerant vending, hawking or peddling activity. (Reference 127-12).

**PENALTIES AND FINES:** There is a fine of \$500 per occurrence in Town of Bow for selling without the proper license or permit. Violators may also be subject to trespassing charges and confiscation of wares, goods, etc. Any property owner who allows an unlicensed vendor, hawker or peddler to operate on his/her private property shall be subject to a fine of \$500 per day. (Reference 127-15).

# THIS SECTION FOR TOWN USE ONLY:

## Town Manager's Office

Date rec'd: \_\_\_\_\_ Amt. paid: \_\_\_\_\_ Reviewed by (initials): \_\_\_\_\_

Notes: \_\_\_\_\_

- Instructed the applicant to complete Background Check & Fingerprinting at State Criminal Records Unit, and have the results sent to the Bow Town Manager.
  - o Date received results from State Criminal Records Unit \_\_\_\_\_
  - o Date sent complete application and results from Police Chief: \_\_\_\_\_
- Sent complete application to Bow Police Department. Date: \_\_\_\_\_

## Bow Police Department

Date rec'd: \_\_\_\_\_

- Please review this application, as well as the resulting background check, and communicate a fitness determination to the Bow Town Manager, in accordance with Bow Ordinance 127-6.B.5.b-e.

\_\_\_ Yes, recommend approval for license

\_\_\_ No, do not recommend approval for license

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

Completed by (print name): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- Return all documentation to Town Manager's Office.

## Town Manager's Office

Date rec'd back from PD: \_\_\_\_\_

Approved by Town Manager (signature): \_\_\_\_\_

License issued: \_\_\_ Yes \_\_\_ No (attach copy of License to application)

If license issued, date issued: \_\_\_\_\_ Expiration date: \_\_\_\_\_

- Copy of license sent to Bow Police Dept.