

East Lampeter Township

Transient Retail Business

Permit Application

Packet

This entire packet must be completed and returned to the East Lampeter Township Police Department.

The following items must be completed and submitted as part of this application process:

- Page 1: Read and sign verifying that you understand the conditions of the Transient Retail Business ordinance.
- Page 2: Complete the Criminal Record Check.
 - Page 2 requires you to complete and submit a criminal history check through the P.A.T.C.H. system. You **MUST** print a copy of your P.A.T.C.H. criminal record check (Whether you have a criminal record or not, the original printed summary must be submitted). The cost is \$10, you pay this directly to the state through the P.A.T.C.H. website.
- Page 3: Complete the Transient Retail Business Application.
- Submit the \$50 permit application fee and \$25 solicitor fee. Note, with the exception of Food Truck Vendors, application fees and solicitor fees are charged per month, with a maximum of (6) months purchase allowed. Food Truck vendor permit application fees are as follows: \$50 annual permit application fee (per location), as well as \$25 annual solicitor fee, per person, per location. Each Solicitor shall be photographed and fingerprinted.

Fee Examples:

Non-Food Truck Vendor: (1) Month Permit Application with (1) Solicitors = \$75.00
(3) Month Permit Application with (3) Solicitors = \$375.00

Food Truck Vendor: (1) Permit App. (single location) with (1) Solicitor (employee) = \$75.00 annual
(2) Permit App.s (2 locations) with (3) Solicitors (employees) = \$250.00 annual



**EAST LAMPETER TOWNSHIP
POLICE DEPARTMENT**

2250 Old Philadelphia Pike Lancaster, PA 17602
Dispatch (717) 664-1180 Toll Free 1-800-957-2677
Office (717) 291-4676 Fax (717) 291-4671

CHIEF OF POLICE
Stephen B. Zerbe

CAPTAIN
James D. Shank

Regulations and General Information: (Please Read Carefully)

1. Any person convicted of a felony or a crime involving moral turpitude shall not be issued a permit.
2. Loudspeakers, horns or noises of any kind are prohibited for use.
3. Photographs and fingerprints will be mandatory for all applicants.
4. A criminal history check will be mandatory for all applicants; any information discovered by the criminal history check will be put on file with the East Lampeter Township Police Department.

(See Pages 2 & 3 for additional information regarding the P.A.T.C.H. Criminal Record Check)

5. Permits must be exhibited in plain view at all times while conducting business.
6. Altering, defacing or transferring permits is strictly prohibited.
7. No applicant may enter any property without first obtaining permission from the owner or person(s) in control of such property.
8. Hours of solicitation shall be between 9:00 a.m. and 8:00 p.m. ONLY. Solicitation on Sundays and Legal Holidays is strictly prohibited.
9. The application fee for a permit to conduct Transient Retail Business is **\$50.00** per month. Each solicitor fee is **\$25.00** per month. Maximum allowable purchase – Six (6) months. (Exception – Food Truck Vendor fees are per year, per location).
10. It is unlawful to sell any product or type of product not mentioned in the permit.
11. The issuance of a Transient Retail Business permit IS NOT an endorsement by the Township of East Lampeter or the East Lampeter Township Police Department.

CERTIFICATION:

I hereby certify that there are no willful misrepresentations or falsifications of facts in the statements made herein or on any other document herein attached. I am aware that should an investigation disclose such misrepresentations or falsifications, I will be disqualified from receiving a permit to conduct transient retail business within the Township of East Lampeter, PA. I shall also adhere to, and I understand, the provisions set forth in the East Lampeter Township Ordinance, *Chapter 13 relating to Transient Retail Business*. *I also understand that violations of these provisions are punishable by a fine of up to \$600 and, in default of payment of said fine and costs, a term of imprisonment not to exceed 30 days. Each day that a violation of this Ordinance continues shall constitute a separate offense.*

Applicant's Signature

Date



Submitting for Your Own Criminal Record Check

Criminal Record Check

A criminal record check is required to be completed and submitted to the Pennsylvania State Police using the Pennsylvania Access to Criminal History (P.A.T.C.H.) program. The applicant shall perform a criminal record via the Pennsylvania State Police (P.A.T.C.H) system. This record check can be done directly on the Pennsylvania State Police website.

The applicant is solely responsible for submitting the appropriate information (and fees) for this Criminal Record Check. It's findings, whether a criminal record is indicated or not, must be submitted to the East Lampeter Township Police Department, along with the Transient Retail Business application.

How to get your own criminal record check

You may get a criminal record check by an internet request. This request is done through the P.A.T.C.H. Program (Pennsylvania Access to Criminal History). P.A.T.C.H. accepts Visa, Discover, Master Card and American Express. Results are immediately available. The web site is: <http://www.psp.state.pa.us/patch/site>

YOU MUST PRINT THE RESULTS and submit the printed results with your completed application. Even if you do not have a criminal record, the results must be printed and submitted with the Transient Retail Business application.

All of the below listed items must be submitted to the East Lampeter Township Police Department to receive consideration in being issued a permit to conduct Transient Retail Business in East Lampeter Township, Lancaster County, Pennsylvania.

1. Criminal Record Check findings (print out the summary page(s), whether a criminal record is indicated or not, bring the original printed P.A.T.C.H. record)
2. Completed Transient Retail Business application (Page 1 & 4)
3. **Fifty (\$50) dollar monthly permit application fee. (Six months maximum purchase with the exception of Food Truck vendors.)**
4. **Twenty-Five (\$25) dollar monthly fee per solicitor. (Six months maximum purchase with exception of Food Truck vendors.)**

Once you submit your Criminal Record, completed Transient Retail Business application and appropriate fee, the police will fingerprint and photograph you.

After the above requirements are completed, the application will be reviewed for approval. Upon approval, a Transient Retail Business permit will be available for pick up at the police station within three (3) business days.

Transient Retail Business Application

This application must be completed for each person wishing to conduct transient retail business in the Township of East Lampeter. PRINT NEATLY

Applicant's Information:

Name: _____ Date of Birth: _____
Last First MI

Address: _____ Home Phone: () _____

City: _____ State _____ Zip _____ Cell Phone: () _____

Other Names Used in the Past (Maiden, Etc.) _____

Height: _____ Weight: _____ Color of Hair: _____ Eyes: _____ Race: _____ Sex: _____

Tattoos: _____ Social Security Number: _____
(List location and description, use back as required)

Driver License Number: _____ State: _____

Last Date Solicited: _____ City: _____

If Issued, Soliciting Permit Number _____ Issued By: _____

Next Soliciting Location: City: _____ Date: _____

Do you have any prior arrests and/or charges: YES _____ NO _____ Explain: _____

Arresting Police Department: _____

Vehicle Information:

Make: _____ Model: _____ Color: _____

Number of Doors: _____ License Plate Number: _____ State: _____

Registered Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Organization/Business Information:

Name: _____

Address: _____ Phone Number: () _____

City: _____ State: _____ Zip: _____

Types of Business/Goods to be sold: _____

Soliciting for Funds Only: Yes _____ No _____

For Official Use Only

East Lampeter Township Police Department

Transient Retail Business Permit Procedures

1. Applicant picks up TRB application packet
2. Applicant completes the TRB application and the signs and dates the Regulations and General information sheet. NOTE: There is a \$50 application processing fee with this process and a \$25 permit fee, for each permit.
3. Applicant complete the Pennsylvania State Police P.A.T.C. H background check and submits the results of this check along with all other required information.
4. Required items to be submitted:
 - a) Administration Desk- Fees are paid Page 3 is receipted and applicant is directed to police side with the application for completion of process.
 - b) Police Reception Desk Responsibilities:
 - Confirm PATCH Record Check findings (printed criminal history)
 - Completed Transient Retail Business application (Pages 1 & 3)
 - Confirm \$50 application processing fee (if applicable) (receipted from Township)
 - \$25 permit fee (for each permit) (confirm receipted from Township)
 - If for some reason it is determined that additional applicant fees are needed – direct back to township administration side for payment
5. Police Secretaries contact an officer for applicant processing
6. Officer processes applicant
 - a) Complete one PSP fingerprint card (Have applicant sign it)
 - b) Take one frontal (mug shot type) digital photograph
 - c) Return completed fingerprint card and disk with photograph to secretaries

+ + + **APPLICANT MAY LEAVE THE PD AT THIS TIME** + + +
7. Secretaries complete the CODY IRF report using the badge number of the officer who processed the applicant (use incident classification code 8605)
 - a) Summary must include criminal history findings.
(If a criminal history is indicated, forward to Chief of Police for disposition)
 - b) Attach digital photograph to CODY report, *via. Disk.*
 - c) Print out digital photograph
 - d) Make TRB permit
 - e) File appropriate paperwork

For Office Use ONLY

April 2013

East Lampeter Township Police Department

Transient Retail Business

Tracking Sheet

FOR POLICE SECRETARY USE ONLY:

Applicant's Name: _____

Date Application Submitted: _____ Application #: Yr + Application No. i.e. 14 - 001

Page 1 (Signature at bottom)
Page 4 (All required information completed)
PATCH Criminal Record Check

Application processing fee collected/receipt issued: YES _____ NO _____

Comments: _____

Officer Assigned for Processing: _____

Photo Taken: YES _____ NO _____

Fingerprint Card Completed: YES _____ NO _____

PATCH Criminal Record Check Submitted: YES _____ NO _____

Criminal Record: YES _____ NO _____

If Yes, forward application to Chief of Police for approval/disapproval

ALERT Incident/Permit Number: _____

CODY IRF Number: _____

Permit Status: Approved Disapproved Date _____

Date Permit Issued: _____

Remarks: _____
