



# TOWN OF LOWELL

CULTIVATING COMMUNITY

## APPLICATION FOR VENDOR LICENSE

### CHOOSE TYPE OF LICENSE YOU ARE SEEKING

☐ Canvasser/Peddler/Solicitor ☐ Street Vendor ☐ Transient Merchant ☐ Mobile Food Vendor

#### Definitions:

- **Canvasser:** Every person who seeks opinions, preferences, or other information for commercial purposes.
- **Peddler:** Every person who sells or offers for sale goods, wares, or merchandise directly by going from house to house, door-to-door, business-to-business, or any other place-to-place movement.
- **Solicitor:** Every person not carrying goods, wares, or merchandise, but taking orders for future delivery of goods, wares, merchandise or services, or soliciting for money, or other things of monetary value by going house-to-house, door-to-door, business-to-business, or any other place-to-place movement.
- **Street Vendor:** A person who sells, offers for sale, exposes for sale, solicits offers to purchase, or barter food, goods, or services in a street, alley, sidewalk, or other public place or right-of-way from a stand, pushcart, or by person.
- **Transient Merchant:** Every person who engages in the sale of goods, wares, merchandise, or services in any place in the Town on a temporary basis and does not anticipate becoming an established business merchant for a continuous period of 180 days or longer. A transient merchant includes any person who rents, erects, purchases, uses, or occupies any vehicle, room, building, structure, or lot, including but not limited to those located in or along parking lots, shopping centers, or other areas for the purpose of purchasing, selling, or offering for sale anything of value at such location without becoming an established business merchant. This definition excludes mobile food vendors. A person so engaged as a transient merchant shall not be relieved from complying with the provisions of this Article merely by reason of associating temporarily with any local dealer, trader, merchant or auctioneer, or by conducting such transient business in connection with, as a part of, or in the name of, any local dealer, trader, merchant, or auctioneer. Anyone conducting business as set forth in this definition within the Town for a period of less than 180 days shall be deemed a transient merchant.
- **Mobile Food Vendor:** Every person who operates a self-contained food service operation, located in a readily movable motorized wheeled or towed vehicle, used to store, prepare, display or serve food intended for individual portion service on or in public, private, or restricted spaces. *Mobile food vendors planning to operate in Lowell must first receive a food-handler permit from the Lake County Health Department and attach to this application. Applicant must undergo a yearly fire inspection by the Lowell Fire Department.*

#### Required Identification:

Suitable forms of photo identification to apply for a license include the following, which must be valid and unexpired:

- 1.) driver's license; 2.) state-issued identification; 3.) learner's permit; 4.) active U.S. military identification card; 5.) passport; 6.) U.S. Certificate of Naturalization; 7.) U.S. Permanent Resident Card; and 8.) U.S. Employment Authorization Card.

#### License Fees:

**Application Fee:** \$15.00 (please note every person on your license will be required to pay this fee)  
**Per Day:** \$25 **Per Month:** \$50 **6 Months:** \$120 **Yearly:** \$200

#### PLEASE CHECK IF APPLICABLE

- ☐ I am an Indiana not-for-profit fraternal organization.
- ☐ I am an Indiana not-for-profit organization tax exempt under the Internal Revenue Code Section 501(c)(3).
- ☐ I am an Indiana not-for-profit veterans' organization.
- ☐ I am a parent, guardian, and/or custodian for a person, age 17 and under, selling merchandise, services, or seeking donations on behalf of a school, church, sports, Boys & Girls Clubs, or scouting organization.
- ☐ If one of the aforementioned boxes are checked, are you requesting a waiver of the license fee?  
(Please note that you may still be responsible for background check fee \$15.00)

#### APPLICANT INFORMATION

Full legal name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_ State Issuing license: \_\_\_\_\_

WILL YOU HAVE OTHER APPLICANTS ON THIS LICENSE? ☐ YES ☐ NO

**PLEASE ATTACH A PHOTO ID FOR ALL APPLICANTS**

Provide a detailed description of the business applicant intends to transact: \_\_\_\_\_

\*please note that the Town of Lowell ordinance may restrict the sale of certain products or services.

Provide a detailed statement of the nature, character, and quality of the item or service to be sold by applicant: \_\_\_\_\_

Specifically identify all location(s) where applicant intends to transaction business with this license, including if applicable a detailed site configuration and street access locations: \_\_\_\_\_

Will you be conducting business on private property, which means property that you own, or another person owns and is not owned by the Town of Lowell? ☐ Yes ☐ No

If yes, please state the name(s) and address(es) of the legal owners of the property: \_\_\_\_\_

(Please note that the legal owners must provide their consent in writing and the consent must be attached to this application).

Dates of Sale: \_\_\_\_\_ Hours of Sale: \_\_\_\_\_

Please list any and all vehicles including the make and model and color that will be used for this license: \_\_\_\_\_

\*Mobile food vendors must attach a valid insurance card for proof of insurance.

**BUSINESS INFORMATION**

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

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**I hereby certify and declare under the penalties of perjury under the laws of the State of Indiana that the information contained in this application is true and accurate.**

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

APPLICATION	APPROVED	DENIED	Valid From: _____	To: _____
_____	_____	_____	_____	_____
Jill MurrTown of Lowell Clerk-Treasurer	_____	_____	Jim Woestman - Chief of Police	_____
_____	_____	_____	_____	_____
Chris Gamblin - Fire Chief Lowell Volunteer Fire Dept.	_____	_____	Date	_____