

**TOWN OF NORTH CASTLE**  
**Town Hall - 15 Bedford Road**  
**Armonk, New York 10504**

Established 1736

**ALISON SIMON**  
Town Clerk

Telephone: (914) 273-3321  
TownClerk@northcastleny.com

**PEDDLING AND SOLICITING APPLICATION**  
**TOWN OF NORTH CASTLE CODE CHAPTER 233**

Applicant or Organization: \_\_\_\_\_ Date: \_\_\_\_\_

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

Website: \_\_\_\_\_

Contact: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates and times of peddling and soliciting: \_\_\_\_\_

List of the full name, including any nicknames commonly used, home address, phone number(s), date of birth and social security number of each person who will engage in peddling or soliciting for the applicant.

Description of type of goods or services for which applicant wishes to sell or solicit orders: \_\_\_\_\_  
\_\_\_\_\_

List of the number and description of vehicles to be used in the peddling or soliciting, include registration data for each vehicle and license data for all operators of vehicles.

Photocopy of Government-issued Photo ID for each person who will engage in peddling or soliciting for the applicant.

County Health Department permit number, if food vendor: \_\_\_\_\_

Current Tax Status: (whether tax exempt, not-for-profit, etc.): \_\_\_\_\_

Proof of registration with the Department of State Office of Charities Registration and/or the Attorney General Charities Bureau, if applicable.

For a Corporation: date and state in which it is incorporated; copy of the Certificate of Incorporation; List name, address, date of birth and social security numbers of all officers.

List of any convictions, including jurisdiction, date and name and location for each person applying for license and each assistant and employee who shall engage in peddling or soliciting within the Town. List of any similar applications submitted by applicant within the current or prior calendar year, include whether permit issued or denied, and if suspended or revoked and reasons for same. List of streets, including house address numbers, where the permittee shall conduct business place and the dates and times any peddling or soliciting is to take place.

Each applicant applying for a permit and each person who shall engage in peddling and soliciting must submit fingerprints to any nationally recognized applicant fingerprinting service.

Permit fee of \$200 per year (\$100 after July 1<sup>st</sup>) payable to *Town of North Castle* by check or money order must be paid upon approval of permit application

*Review by and written report from the North Castle Police Department are required.*

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

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

Town Clerk

§ 233-3 Permit required

[Amended 11-18-2015 by L.L. No. 9-2015]

A. No person shall peddle or solicit within the Town of North Castle without first obtaining a valid permit as herein provided.

B. No person shall make, place or erect in any highway any stand, wagon, cart or other vehicle or any structure for the sale or offering for sale of any goods, wares or merchandise unless such person shall have obtained a valid permit as herein provided.

§ 233-4 Information required on permit application

[Amended 11-18-2015 by L.L. No. 9-2015]

A. Any person desiring a permit shall file with the Town Clerk a written application prescribed by the Town Clerk. Such application shall include but not be limited to the following information:

(1) The full name of the applicant organization, as well as the full names of all those who will engage in peddling and soliciting in the Town for the applicant, including any nicknames commonly used, home address, telephone number, mobile telephone number used on a regular basis, date of birth and social security number.

(2) A description of the type of goods, wares or merchandise which the applicant wishes to sell or solicit orders for or the type of service for which the applicant wishes to sell or solicit orders.

(3) The number and description of vehicles to be driven by the applicant or in which the applicant will be transported in the solicitation, peddling or canvassing, the registration data for each such vehicle, and the license data as to all operators of such vehicles.

(4) The County Health Department permit number, if a food vendor.

(5) Current tax status (i.e., whether tax-exempt, not-for-profit, etc.).

(6) Proof of registration with the Department of State Office of Charities Registration and/or the Attorney General Charities Bureau, if applicable.

(7) If peddling or soliciting for a corporation, the date and state in which it is incorporated, a copy of the certificate of incorporation, and the name, address, date of birth and social security number of all officers.

(8) Whether or not the person applying for the permit and each assistant and employee who shall engage in peddling within the Town has ever been convicted of any crime and, if so, under what name, with a listing of such convictions or other disposition thereof, including the crime, jurisdiction, date and sentence imposed and the name and location of the court where such record is on file and may be verified.

(9) A statement whether any permit similar to or like that provided for in this chapter was issued or denied to the applicant within the current or prior calendar year, whether in the Town of North Castle or elsewhere, and, if issued, whether such permit had been suspended or revoked, and setting forth the reasons for such suspension or revocation.

(10) A list of streets, including address numbers, where the permittee shall conduct business, and the dates and times any soliciting or peddling is to take place.

B. Each applicant must produce a photocopy of a government-issued photo ID for each person who will engage in peddling and soliciting for the applicant. A photocopy will be made of the government-issued photographic identification and maintained with the application. The applicant must furnish conclusive proof of possession of a State of New York sales and use tax permit if applicable.

C. Each applicant applying for the permit and each person who shall engage in peddling and soliciting within the Town shall submit fingerprints to any nationally recognized fingerprinting service.

D. Said application shall not be further entertained by the Town Clerk until the North Castle Police Department shall have had sufficient time to receive results from the fingerprinting service and until said written report of the Police Department has been received by the Town Clerk.