



Town of East Haven

Instructions for Application to Vend

These instructions are provided to assist applicants in submitting applications to vend in the Town of East Haven. Nothing in these instructions shall be deemed to supersede the requirements of Chapter 16 of the East Haven Code of Ordinances. Applicants should not rely on these instructions exclusively and are encouraged to familiarize themselves with the regulations regarding vending in the Town of East Haven. The Town of East Haven shall not be at fault or liable for the applicants reliance on these instructions if they are, in any way, incorrect.

Who needs to complete this application?

ANSWER: Any person or business wishing to sell or vend goods or food throughout the Town of East Haven and who intends to do so either by walking, setting up a cart or stand not associated with a rented or owned storefront, or from a motor vehicle.

EXAMPLES: Include, but are not limited to, ice cream carts/vehicles, craft stands on sidewalks or in parks, or craft booths at an organized event.

What type of vendor license do I need?

ANSWER: It depends on how you plan to sell your goods. If you plan to set up a stand or walk around selling goods, you need a “walking vendor” license. If you plan to use a vehicle to sell goods (i.e., ice cream vehicle), you need a “mobile vendor” license. Finally, if you are managing more than ten (10) walking vendors (i.e., organizing a small craft expo), you need a “managing itinerant vendor” license.

How much does it cost to get a vendor license?

ANSWER: The fee schedule for licenses is set each year by the Board of Police Commissioners. Presently, the licenses cost the following:

Walking License (aka: Itinerant Vendors License)	\$150.00 per calendar year (or \$112.50 if issued after July 1 of any calendar year)
Mobile Vendor License	\$150.00 per calendar year (or \$112.50 if issued after July 1 of any calendar year)
Managing Itinerant Vendor License	\$250.00 per calendar year, plus \$50 per event (not to exceed three (3) days), plus \$10 for each itinerant vendor working under a managing itinerant vendor for each event
<p>NOTE: A managing itinerant vendor can pay a yearly fee of \$500, as opposed to the \$50 “per event” fee to avoid “per event fees” for the entire year. The yearly fee is good for the calendar year in which it is paid.</p>	

What are acceptable forms of payment for application fees?

ANSWER: Application fees can be paid with bank checks or money orders. No cash and no personal checks shall be accepted.

Who do I submit my application to?

ANSWER: Applications should be submitted to the East Haven Police Department, care of the Chief of Police.

After I submit my application, how long will it be until I get approved or disapproved?

ANSWER: The Chief of Police must make a decision on your application within ten (10) business days of being received by the Police Department. If your application is not acted upon within ten (10) business days, it is automatically deemed disapproved.

What can I do if my application is not approved?

ANSWER: If your application is disapproved, you can appeal the decision to the Board of Police Commissions within fourteen (14) days of the mailing of the notice of disapproval by the Police Department. Appeals to the Board of Police Commissioners can be filed at the East Haven Police Department.

APPLICATION CHECK LIST

The following is a list of items which may be needed to complete your application. You should check Chapter 16 of the East Haven Code if you have questions regarding whether something needs to be submitted.

1. Fully completed and signed application	
2. Two (2) recent photographs of the applicant (photographs must be less than 60 days old)	
3. Submit to fingerprinting or submit two (2) letters of support attesting to the character of the applicant. Fingerprints must be submitted with the Tracking Number printout from Flexcheck. See box #8 through #10 below.	
4. Copy of your Health Department application and license (if vending food)	
5. Copy of your Current CT Sales and Use Tax Permit and/or any other required permit or license to engage in the proposed activity	
6. If you are a “mobile vendor,” copies of your valid registration and proof of insurance	
7. If you are a “managing itinerant vendor,” the supplemental information required in Section 7 of the application .	
8. Sign the Privacy Rights Policy with the Records Division to get the Flexcheck Pre-Enrollment code for the fingerprint processing.	

9. Complete the Pre-Enrollment information for Flexcheck at https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll/ . Printout the tracking number confirmation page when complete.	
10. Turn in the fingerprint card with the “barcode” tracking number confirmation printout from Flexcheck to the Records Division with the completed application.	