



CITY OF TOPEKA

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MOBILE FOOD VENDORS APPLICATION

APPLICANT INFORMATION: Please Print

Name of Individual or Authorized Representative: _____

*(*If the applicant is an authorized representative, as opposed to an individual, he/she must provide the name of the business and other pertinent business information below – then attach a separate sheet to this Application which contains the names and permanent addresses of (i) the officers of the corporation or (ii) the members of the partnership, firm, limited liability company or other business entity.)*

Name of Business: _____

Permanent Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax: _____

Web and/or Email Address: _____

Kansas State Sales Tax Number: _____ (if applicable)

Name of Vehicle Owner: _____

Type, Make and Registration Number of Vehicle(s): _____

*(*Credentials from the person, firm, corporation or association who employs the applicant or is represented by the applicant may be requested.)*

LICENSING INFORMATION: Please Print

TMC Section 5.115.010: **MOBILE FOOD VENDER** means any person, other than a transient vendor or sidewalk vendor, who offers food and/or beverage for sale from a mobile foot unit. **MOBILE FOOD UNIT** means a self-contained vehicle, trailer, cart or other conveyance from which food and/or beverage is offered for sale.

Please provide a brief description of the nature of the business and the food/beverage being offered for sale: _____

Pursuant to TMC Section 5.115.210(d), if you will be operating on private property please identify the owner of said property and attach his or her written authorization indicating that he or she has given permission for you to conduct mobile food vendor activities on his or her property. ***Please attach said documentation to this Application. (*Mobile Food vendors have no exclusive right to specific areas or locations on public property).***

Pursuant to TMC Section 5.115.200(a)(3), please provide a statement indicating whether or not the applicant has had a mobile food vendor's license revoked by the City of Topeka or another municipality within the two preceding years prior to the date of this application: _____

LICENSE FEE: \$300.00. As stated in TMC Section 5.115.190(b) and (c), said fee **will not be prorated or refundable** for any reason, including denial of an application or license revocation **and the license will expire on December 31 of the year during which it is issued.**

PROHIBITED ACTS: Pursuant to TMC Section 5.115.210, it is unlawful for any mobile food vendor to conduct business between the hours of midnight and 7:00 a.m. or fail to maintain any license or certification required by the State of Kansas or Shawnee County. In addition, it is unlawful for any mobile food vendor to conduct business in a manner that (i) violates any zoning requirements; (ii) blocks or obstructs access to residences, businesses, driveways or access points to a property; or (iii) hinders vehicular, pedestrian or bicycle traffic or blocks or reduces sidewalk access to less than five feet in width for passage of wheelchairs and electric personal assistive mobility devices.

EXCEPTIONS: Pursuant to TMC Section 5.115.180, ***it is unlawful for any person to conduct business as a mobile food vendor without a license unless:*** (i) in conjunction with a special event for which the particular vendor has been approved by the event sponsor; (ii) at farmer's market that is registered with the Kansas Department of Agriculture; (iii) he/she has a permanent restaurant business location in the city and operates a mobile food unit at other locations for no more than ten days during a calendar year; (iv) he/she is providing catering services to a private event that is not open for the sale of food and/or beverage to the general public; or (v) he /she is a vendor operating in a park or recreational facility that is under the jurisdiction of the Shawnee

County Parks & Recreation department.

TRASH RECEPTACLES; DISPOSAL. Pursuant to TMC Section 5.115.210(f), mobile food vendors must have a trash receptacle either attached or located within 15 feet of the mobile food unit. Said receptacle cannot interfere with vehicle access, pedestrian movement or handicap-accessible routes to and around the unit and all trash/litter must be promptly and properly disposed of.

DISPLAY OF LICENSE: Pursuant to TMC Section 5.115.220, any license granted to any mobile food vendor must be displayed in a prominent place that is clearly visible to the public. *Please be advised, however, that even if a license is obtained and properly displayed, a mobile food vendor may not operate within the boundaries of a special event for which the City has issued a special event permit unless said vendor can provide written verification that the event sponsor authorized its participation.*

DISPLAY OF AUTHORIZED PARTICIPANT NOTICE: Pursuant to TMC Section 12.70.060, a mobile food vendor is prohibited from operating within the boundaries of a special event for which the City has issued a special event permit unless said vendor has been approved as an authorized participant by the event sponsor. All approved vendors must display their status as an authorized participant in a prominent place that is clearly visible to the public.

TRANSFERABILITY: Pursuant to TMC Section 5.05.080, this license may not be transferred.

I, _____, the above named applicant, do solemnly swear I have reviewed the content and requirements contained in Chapter 5.115 of the Topeka Municipal Code, which regulates Mobile Food Vendors in the City of Topeka, and affirm that all information contained in the above application is accurate, complete and true.

Applicant Signature

(Office Use Only)

License Fee: \$300.00 Cash Charge Check /No. _____

Date Paid: ____ \ ____ \ ____

License No.: MFSU _____

License Period: From _____ to December 31, _____

(*License valid through December 31 of the year in which it was issued.)