

City of Gravette
MOBILE VENDING PERMIT APPLICATION

City of Gravette
 202 Main St. NE
 Gravette, AR 72736
 P: 479-787-5757
 F: 479-787-5018



Please fill out this form completely, supplying all necessary information and documentation to support your request. Your application will not be reviewed until complete with all required information. All vendors are required to obtain a business or transient license.

- FEES:** \$20 – set up 2 times or less on public or private property (can renew multiple times)
 \$75 – unlimited set up for the year on public or private property
 \$150 – monthly rent for Centennial Park
Vending stand, trailer, or vehicle must be moved from Centennial Park nightly unless criteria is met to be considered a full-time food truck. To be considered full-time and exempt from moving requirements, business must be open at least 30-hours/week and four days/week.
 \$6 – daily rent for Centennial Park/\$5 – daily rent at Highway 59 parking lot

VENDING OWNER

Owner:	Phone:
Address:	Email:
	Fax:

VENDING DETAILS

Business name:	Dates of operation:
Permit type: <input type="checkbox"/> Outdoor (fixed location) <input type="checkbox"/> Mobile (travel with periodic stops)	Selling food or beverage? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please attach Health Department approval.</i>
Description of items to be sold <i>(note: Highway 59 is only for craft, food, handmade, or similar type vendors and at the discretion of the city):</i>	

IF OUTDOOR (FIXED LOCATION):

Address or nearest address:	Property type: <input type="checkbox"/> Private property <input type="checkbox"/> Centennial Park <input type="checkbox"/> Hwy 59 parking lot
Describe location:	<i>Note: Specific location at Centennial Park and Hwy 59 must be approved by city staff</i>

HOW WILL ITEMS BE SOLD?

<input type="checkbox"/> Vending Stand	<input type="checkbox"/> Vending Trailer	<input type="checkbox"/> Vehicle	<input type="checkbox"/> Other (please describe)
Length:	Total SF:	Make/Model:	
Width:	License Plate:	License Plate:	
Height:		Year:	

Applicant/Representative: I certify that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for or might set conditions on approval. I acknowledge that I am responsible for proper disposal of all trash produced by my business or on behalf of my business.

 Signature Date

Property owner/authorized agent: I certify that I am the owner of the property that is the subject of this application and that I have ready this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

 Signature Date

APPROVED BY _____ DATE _____ PERMIT # _____
 COMMENTS:

City of Gravette
VENDING PERMIT CHECKLIST AND REGULATIONS



Your application will not be reviewed until complete with all required information.

CHECKLIST

1. Completed application form.
2. Payment of the application fee.
3. A layout showing the location and dimension of the proposed site that includes: trailer, stand, vehicle, seating, trash cans, and any other items used in conjunction with the vending business.
 - a. If any of the following items are nearby, show the distance from the proposed location of the vending to the items:

Street intersection	cross walk	driveway	bus stop sign
Fire hydrant	fire escape	disabled parking space	disabled ramp
Building entrance	building	loading zone	school
Driveway of police/fire station			
4. Detailed drawing or photo of trailer, stand, vehicle, etc. and any proposed signs.
5. Written consent of the property owner, if applicable.
6. Proof of driver's license for all mobile drivers and a full-face photograph of applicant.
7. Copy of permit/approval from the Benton County Health Department if serving food or beverage

OUTDOOR VENDOR REGULATIONS

1. Must bring your own trashcans for trash or waste produced by the business during the course of operations and must haul it out upon leaving. Public trashcans are for patron use.
2. Vending area must be kept clean and free of trash and tripping hazards.
3. Vending is not permitted on vacant lots, undeveloped property, grass, public parking spaces, public parking lot, or public park.
4. There must be a minimum of 4-feet of clear passageway on a public sidewalk at all times.
5. The area occupied by the vendor may not exceed 900-square feet.
6. Minimum distance from the following:
 - a. 10-feet: street intersection, fire escape, pedestrian crosswalk, fire hydrant, loading zone, driveway, disabled parking space/ramp
 - b. 15-feet: building entrance
 - c. 25-feet: bus stop sign
 - d. 50-feet: police/fire station driveway, entrance of food service business not owned by vendor
 - e. 100-feet: hospital, school

MOBILE VENDOR REGULATIONS

1. Convex mirror must be mounted on the front of the vehicle so that the driver can see the area in front of the truck normally obscured by the hood from the normal seated position.
2. Sign printed in six-inch black letters on yellow background should be attached to both the front and back of the vehicle saying "SLOW – CHILDREN CROSSING".
3. Passenger side mirror must be intact.
4. Trash receptacle must be available.
5. "SLOW" signal arm must be deployed when vehicle is stopped for vending purposes. The sign should have flashing lights.
6. The vehicle may not be stopped for vending purposes when no customers are present and may not be operated in reverse to accommodate a customer.
7. Vending may only take place from the right side of the vehicle and may not occur with a customer standing within the roadway.
8. Vending may only include prepackaged products.
9. Mobile food vending may only take place on streets where on-street parking is allowed and the vehicle must be lawfully parked or stopped before vending can take place.
10. No vending within 500-feet of a school while school is in session and one-hour before and after school is in session.
11. Mobile food vendors may only engage in vending business between 10:00 AM and 30-minutes before sunset.
12. Vending is not permitted on vacant lots, undeveloped property, grass, public parking spaces, public parking lot, or public park.
13. There must be a minimum of 4-feet of clear passageway on a public sidewalk at all times.
14. The area occupied by the vendor may not exceed 900-square feet.