OFFICE OF THE VILLAGE CLERK
MUNICIPAL BUILDING, 85 MANITOU STREET
DEPEW, NEW YORK 14043

APPLICATION FOR TRANSIENT MERCHANTS

INSTRUCTIONS

Please print legibly. Answer all questions completely. If a question is not pertinent, write N/A in the accompanying space. Do not leave any question unanswered. Incomplete or unanswered questions shall result in a denial of the license application. Falsification of any answers in this application shall result in the revocation of the Transient Retail Merchants License, forfeiture of any fees or bonds, and potential criminal prosecution.

This application for a Transient Retail Merchants License is made pursuant to the provisions of Chapter 164 of the Village of Depew Municipal Code.

I.   INDIVIDUAL BACKGROUND

Name of Applicant _____

Permanent Address _____

Permanent Phone No. _____

Date of Birth _____

Social Security No. _____

PHYSICAL DESCRIPTION

Height _____   Weight _____   Age _____

Hair Color _____   Build _____   M/F _____

Race _____

Own or have use of automobile? _____

Make of Vehicle _____   Color _____   Model _____

Year _____   License Number _____

NYS Motorist ID No. _____

NYS Sales Tax Registration Number _____

Not-for Profits Only: NYS Charities Registration No. _____

Have you ever been convicted of a felony or misdemeanor? _____

If yes, date of conviction(s) _____

Nature of offense _____

Penalty imposed _____

Name and Address of Court _____

_____

_____

II.   BUSINESS / ORGANIZATION ASSOCIATION

Are you associated or affiliated with any business, company, religious, non-profit or other organization for the purpose of conducting your business in the Village of Depew, New York?

Yes _____   No _____

If yes, please answer the following:

Name of Business / Organization _____

Address _____

Phone Number _____

Officer or Representative to whom you are responsible:

Name _____

Title _____   Phone No. _____

Type of Business / Organization _____

_____

Years in Business / Activity _____

Your Position with the Company/Organization _____

Length of employment/association _____

Duties & Responsibilities _____

_____

III. TRANSIENT RETAIL MERCHANT BUSINESS IN THE VILLAGE OF DEPEW, NY

Local Address _____

Local Phone Number _____

Length of time you anticipate conducting business in the Village of Depew:

Starting Date _____ Ending Date _____

Describe goods to be sold and/or service to be performed and method of distribution:

_____
_____
_____
_____

If this service requires delivery of a product at a future date, answer the following:

Type of product to be delivered _____

Anticipated length of time for delivery to be made _____

Method of Delivery _____

Payment Schedule:

1. Amount or percentage of money required for initial payment _____

2. Final payment due _____

If final delivery date is to be made locally, cite how, when and where: _____

Explain refund policy _____

If a customer should have questions or complaints concerning your product/service, list name of individual or organization they can contact for assistance:

Name _____ Position _____

Address _____ Phone No. _____

_____

*Attach copies of any brochures, pamphlets, materials and legal documents that you may use as part of your business/sales.

IV. REFERENCE

List location(s) where you have conducted business over the past six months (specify dates for each)

_____
_____
_____
_____
_____

List three (3) professional character references (not relatives):

Name _____

Address _____

Home Phone No. _____ Business Phone No. _____

Occupation _____

Nature of Acquaintance _____

Name _____

Address _____

Home Phone No. _____ Business Phone No. _____

Occupation _____

Nature of Acquaintance _____

Name _____

Address _____

Home Phone No. _____ Business Phone No. _____

Occupation _____

Nature of Acquaintance _____

NOTE: The Village of Depew, New York, reserves the right to check any and all references that may reflect on your character and business practices. The Office of the Village Clerk shall not issue a Transient Retail Merchants License until such time as applicant's background and character have been certified by the Depew Police Department, and site location & site plan are approved by the Code Enforcement Officer. Applicant shall allow for a period of up to seven (7) business days to complete this task.

LICENSE FEE: $150.00 PER INDIVIDUAL PER SIX (6) MONTH PERIOD OR FRACTIONAL PART THEREOF.

V.   **SIGNATURE**

I certify under penalty of perjury that I have personally answered all the questions contained herein and that the information provided by me is true and complete to the best of my knowledge.

_____
(Date)

_____
(Applicant Signature)

_____
(Printed Name and Title)

PLEASE SUBMIT THE FOLLOWING WITH THIS APPLICATION:
- ★ Photocopy of valid driver's license or photo ID
- ★ Notarized Permission Letter/Agreement from property owner of site location
- ★ Proof of insurance policy or $50,000 public liability bond
- ★ Plot Plan of area, including parking provisions.
- ★ Copies of any brochures, pamphlets, materials and legal documents that you may use as part of your business/sales.

The above applicant has been checked and is hereby: _____ APPROVED _____ DENIED
by the Depew Village Police Department.

Dated: _____

_____
Stanley Carwile, Chief of Police

COMMENTS:
_____
_____
_____

The above-referenced location has met all requirements and have been checked by the Code Enforcement Officer. A transient Retail Merchant License has hereby been:

_____ APPROVED _____ DENIED

Dated: _____

_____
Anthony Fischione, Code Enforcement Officer

COMMENTS:
_____
_____
_____