



## BOROUGH OF RIVERTON

Borough Hall, 505A Howard Street, Riverton, NJ 08077

Main (856) 829-0120 / Fax (856)-829-1413

# FOOD TRUCK REGISTRATION FORM

(This is not an application for a fire permit.)

**Per Ordinance #9-2024 this form must be submitted at least twenty (20) days prior to any event.**

<b>BUSINESS NAME:</b>	
<b>OWNER NAME(S)</b>	
<input type="checkbox"/> <b>If Corporation</b>	Name of President: President's Address:  Name of Secretary: Secretary's Address:
<input type="checkbox"/> <b>If Partnership</b>	List Names & Addresses of all partners:
<input type="checkbox"/> <b>If Limited Liability Co.</b>	List Names and Addresses of all members: <i>If necessary, include on separate sheet</i>
<b>BUSINESS ADDRESS:</b>	
<b>BUSINESS MAILING ADDRESS:</b>	<input type="checkbox"/> Check if same as business address
<b>BUSINESS PHONE NUMBER:</b>	(        )        -
<b>BUSINESS E-MAIL ADDRESS</b>	

1) Have you ever been denied or revoked permission to operate in any municipality in New Jersey?

Yes or  No

If yes, Explain: \_\_\_\_\_

\_\_\_\_\_

- 2) Please **attach written consent from the property owner\*** (if event is being conducted on private property) authorizing the temporary mobile retail food establishment to conduct business on said property. \*If known at time of application.
- 3) Provide cash or check (made payable to "Borough of Riverton") for registration fee in the amount of \$100.00
- 4) Provide Certificate of Insurance with blanket coverage in the amount of \$1,000,000 for liability for bodily injury and/or property damage. (see enclosed 4-5 Riverton Ordinance, Insurance, Indemnity Agreement)
- 5) Provide hold harmless agreement. (see enclosed 4-5 Insurance, Indemnity Agreement)
- 6) Provide two (2) passport size (2") photos of owner and employees. **MUST BE SUBMITTED.**

I hereby certify that this information is true and correct to the best of my knowledge.

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

IF APPROVED, AN APPLICATION FOR A FIRE PERMIT MUST ALSO BE OBTAINED FOR EACH DAY OF OPERATION. APPLICATION MAY BE FOUND ON OUR WEBSITE, WWW.RIVERTON-NJ.COM UNDER GENERAL INFORMATION TAB, FORMS, "FIRE INSPECTION APPLICATION FOR PERMIT". FOR QUESTIONS PLEASE EMAIL: Ryearly@riverton-nj.com



# Riverton Police Department

501 FIFTH STREET  
RIVERTON, NEW JERSEY 08077

ANDREW S. BEUSCHEL  
CHIEF OF POLICE

OFFICE: (856) 829-1212  
FAX: (856) 829-1412

## BACKGROUND CHECK AUTHORIZATION FORM (BUSINESS OWNER)

### PERSONAL INFORMATION

NAME		ADDRESS		CITY	STATE	ZIP
DATE OF BIRTH		SOCIAL SECURITY NUMBER			PHONE #	
AGE	RACE	HEIGHT	WEIGHT	GENDER		

**DRIVER LICENSE #:** \_\_\_\_\_  
(Please include a copy of your driver's license with this application) **DL State** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_ **CELL PHONE #:** \_\_\_\_\_

### BUSINESS INFORMATION

NAME	ADDRESS	CITY	STATE	ZIP
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**TYPE OF BUSINESS:** \_\_\_\_\_

**(IF FOOD, NEED FIRE INSPECTION –**  
**Contact Riverton Borough Hall at 856-829-0120 or email address [Kandrews@riverton-nj.com](mailto:Kandrews@riverton-nj.com))**

**ITEM(S) TO BE SOLD:** \_\_\_\_\_

*Note: All vendors are responsible for keeping the trash in their area cleaned up.*

**INSURANCE COMPANY FOR BUSINESS:** \_\_\_\_\_ **POLICY NUMBER:** \_\_\_\_\_

### VEHICLE INFORMATION

MAKE / MODEL	COLOR	PLATE #	STATE	INSURANCE COMPANY & POLICY #
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**Have you ever been arrested of any crime, misdemeanor or violation of any municipal ordinance?**

Yes (\_\_\_) No (\_\_\_) If yes, state nature of offense and the punishment or penalty.

**Have you ever been convicted of any crime, misdemeanor or violation of any municipal ordinance?**

Yes (\_\_\_) No (\_\_\_) If yes, state nature of offense and the punishment or penalty.

**IMPORTANT:** Two PASSPORT PHOTOGRAPHS (2" x 2") taken within 60 days of application clearly showing head & shoulders of applicant must be submitted along with a copy of applicant's current driver's license. A non-refundable application fee of \$100.00 must be turned in with the application. Applications **will not be processed** until fee is received.

**I realize that any false statements in this application could result in denial of this application.**

\_\_\_\_\_  
Signature of Applicant

Approved

Disapproved

\_\_\_\_\_  
Chief of Police Signature

\_\_\_\_\_  
Date



# Riverton Police Department

501 FIFTH STREET  
RIVERTON, NEW JERSEY 08077

ANDREW S. BEUSCHEL  
CHIEF OF POLICE

OFFICE: (856) 829-1212  
FAX: (856) 829-1412

## BACKGROUND CHECK AUTHORIZATION FORM (EMPLOYEE)

### PERSONAL INFORMATION

NAME		ADDRESS		CITY	STATE	ZIP
DATE OF BIRTH		SOCIAL SECURITY NUMBER			PHONE #	
AGE	RACE	HEIGHT	WEIGHT	GENDER		

**DRIVER LICENSE #:** \_\_\_\_\_  
(Please include a copy of your driver's license with this application) **DL State** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_ **CELL PHONE #:** \_\_\_\_\_

### BUSINESS INFORMATION

NAME	ADDRESS	CITY	STATE	ZIP
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**TYPE OF BUSINESS:** \_\_\_\_\_

**(IF FOOD, NEED FIRE INSPECTION –**  
**Contact Riverton Borough Hall at 856-829-0120 or email address [Kandrews@riverton-nj.com](mailto:Kandrews@riverton-nj.com))**

**ITEM(S) TO BE SOLD:** \_\_\_\_\_

*Note: All vendors are responsible for keeping the trash in their area cleaned up.*

**INSURANCE COMPANY FOR BUSINESS:** \_\_\_\_\_ **POLICY NUMBER:** \_\_\_\_\_

### VEHICLE INFORMATION

MAKE / MODEL	COLOR	PLATE #	STATE	INSURANCE COMPANY & POLICY #
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**Have you ever been convicted of any crime, misdemeanor or violation of any municipal ordinance?**

Yes (\_\_\_) No (\_\_\_) If yes, state nature of offense and the punishment or penalty.

**IMPORTANT:** Two PASSPORT PHOTOGRAPHS (2" x 2") taken within 60 days of application clearly showing head & shoulders of applicant must be submitted along with a copy of applicant's current driver's license. A non-refundable application fee of \$100.00 must be turned in with the application. Applications **will not be processed** until fee is received.

**I realize that any false statements in this application could result in denial of this application.**

\_\_\_\_\_  
Signature of Applicant

Approved

Disapproved

\_\_\_\_\_  
Chief of Police Signature

\_\_\_\_\_  
Date

**BOROUGH OF RIVERTON  
ORDINANCE #9-2024**

**AN ORDINANCE REGULATING TEMPORARY MOBILE RETAIL FOOD  
ESTABLISHMENTS (COMMONLY KNOWN AS "FOOD TRUCKS")**

**WHEREAS**, food trucks have become more common and a popular way for New Jersey Municipalities to expand community gatherings; and

**WHEREAS**, the Borough of Riverton wishes to regulate food trucks in the Borough in order to preserve the best interest of the health, safety and general welfare of its residents; and

**NOW THEREFORE, BE IT ORDAINED**, by the Borough Council of the Borough of Riverton in the County of Burlington, State of New Jersey, that the Borough Code is hereby amended and revised to add a new Chapter 4 entitled "Food Trucks".

**SECTIONS 1.** There is hereby created Chapter 4 entitled "Temporary Mobile Retail Food Establishments" which reads as follows:

**Chapter 4 Temporary Mobile Retail Food Establishments**

**4.1 License Required**

It shall be unlawful for any temporary mobile retail food establishment, as defined in this section, to engage in any such business in the Borough of Riverton without having first obtained a valid temporary mobile retail food establishment license from the Borough Clerk in compliance with the provisions of this chapter.

**4-2 Definitions.**

When used in this chapter, the following terms shall have the following meanings:

**TEMPORARY MOBILE RETAIL FOOD ESTABLISHMENT**

Any moveable restaurant, truck, van, trailer, cart, bicycle, watercraft or other moveable unit, including hand-carried, portable containers in or on which food or beverage is transported, stored or prepared for retail sale or given away at temporary locations.

**4-3 Application information and fee.**

- a. Applicants for a temporary mobile retail food establishment license under this chapter must file a complete application, in writing with the Borough Clerk no less than Twenty (20) business days prior to the event, that includes the following information:
  1. The name of the applicant; if a corporation, the names and addresses of the president and secretary shall be set forth; if a partnership, the names and addresses of all partners shall be set forth; if a limited liability company, the names and addresses of all members shall be set forth.
  2. The name under which the business is to be conducted
  3. The present mailing address, telephone number and email address of the business.
  4. The location at which the temporary mobile retail food establishment will be conducting business.
  5. The date(s) and times the temporary mobile retail food establishment will be conducting business.
  6. Whether or not the applicant has ever had a license to operate a temporary mobile retail food establishment denied or revoked in any municipality in the State of New Jersey. If such license has been denied or revoked, the applicant shall set forth in detail the facts leading to such denial or revocation.
  7. Written consent from the property owner (if the event is being conducted on private property) authorizing the temporary mobile retail food establishment to conduct business on the property
- b. The temporary mobile retail food establishment license shall be valid for the current calendar year and will expire on December 31 of that year.
- c. At the time of filing the application, a fee of \$100.00 shall be paid to the Borough Clerk.

**4-4 Temporary Mobile Retail Food Establishment Rules and Regulations**

Property owners may invite a temporary mobile retail food establishment on their premises subject to the following rules and regulations:

- A. No temporary mobile retail food establishment shall operate before 7:00 a.m. or after 10:00 p.m. This period does not include setup or breakdown operations, which shall not exceed 30 minutes.
- B. Temporary mobile retail food establishments may operate from a legal on street parking location or from a legal off-street parking space(s) on the property which shall not constitute one of the minimum required parking spaces for any other use on site. Vehicles parked on the street shall be subject to all applicable traffic regulations, including, but not limited to time restrictions
- C. Temporary mobile retail food establishments shall not obstruct or interfere with the free flow of vehicle or pedestrian traffic and shall not park in any fire lane, access aisle, minimum required front, side or rear yard setback, sidewalk, sight triangle or public right of way in any area in which parking is not permitted.
- D. Temporary mobile retail food establishments shall not verbally solicit business from pedestrians or persons in vehicles and shall not sell to persons in vehicles.
- E. No amplified music or loud speakers shall be permitted.

- F. No lighting shall be provided, except that localized lighting may be used on or in the temporary mobile retail food establishment for the purpose of inside food preparation and menu illumination, and low watt decorative lighting may be used.
- G. Temporary mobile retail food establishments shall not display any signs other than those exhibited on the temporary mobile retail food establishment, except that one sandwich board sign, which shall not exceed 12 square feet and which shall not obstruct vehicular or pedestrian traffic shall be permitted.
- H. Temporary mobile retail food establishment operations shall be limited to the sale of food and beverage. No sales or service of alcohol shall be allowed by temporary mobile retail food establishments.
- I. Temporary mobile retail food establishments shall provide at least one trash receptacle and one recycling receptacle for use by patrons and in a convenient location that does not impede recycling receptacle for use by patrons and in a convenient location that does not impede vehicular or pedestrian traffic. All litter or debris generated within a minimum of fifty-foot radius of the temporary mobile retail food establishment.
- J. All associated equipment and operations shall be self-contained within the temporary mobile retail food establishment. No furniture, tables, chairs, umbrellas, grills, generators, extension cords, tents, pop-ups, flags, banners, propane tanks or structures shall be placed outside or attached to any sign, light pole, tree or similar object, except that one table used in the preparation of the products being sold, not exceeding 18 square feet shall be permitted outside as long as it does not obstruct vehicular or pedestrian traffic.
- K. No temporary mobile retail food establishment shall tie into any on-site utilities (electric, gas, potable water, sanitary facilities, etc.) and must be self-contained units. All trash, liquid waste, grease, etc., associated with the operation shall be removed at the end of each day and shall not be disposed in a building on site, storm drain, sidewalk, street or landscape area.
- L. At all times the temporary mobile retail food establishment shall have the following documents in its possession and present to a Borough Official upon request:
  - a. A valid Borough of Riverton temporary mobile retail food establishment license
  - b. A valid retail food establishment license from the Burlington County Board of Health.
  - c. A valid fire safety permit from the Borough Fire Official pursuant to N.J.A.C.5:70 et seq.

#### **4-5 Insurance; Indemnity Agreement**

No temporary mobile retail food establishment permit, until the sponsor provides the Borough Clerk with the following documents:

- a) Certificate of insurance showing that the sponsor has blanket coverage of \$1,000,000 for liability for bodily injury and/or property damage. In the case of special events which present a special or extraordinary exposure (e.g. food truck events, concerts, etc.) the sponsor shall provide liability insurance in an amount set by the Borough Council upon the recommendation of the Borough's insurance carrier or insurance consultant. Such an insurance policy shall specifically cover all concessionaires. If the special event is held on Borough property or on public streets and/or sidewalks with the consent of the Borough Council, the required certificate of insurance must also name the Borough as an additional insured.
- b) A properly executed indemnity and hold harmless agreement, by which the sponsor agrees to hold the Borough harmless and indemnify the Borough against any claims brought or actions filed against the Borough as the result of the special event whether such claims or actions are rightfully or wrongfully brought or filed. Such an agreement shall be in a form acceptable to the Borough Solicitor.

#### **4-6 Exemptions**

- a. Frozen confection vendors going from place to place or from street to street soliciting orders.
- b. Temporary mobile retail food establishments that serve a site that is actively under construction pursuant to a valid building permit and do not vend to the general public during their stop and if their presence on site is limited to when they are actively engaged in sales.
- c. Temporary mobile retail food establishments at special events shall be exempt from paragraphs A, B, C, E, F, H and I of the rules and regulations set forth in Section 4-4 above.

#### **4-7 Enforcement**

This chapter shall be enforced by the Police Department (for violation of traffic and parking regulations), the Code Enforcement Officer, the Zoning Officer, the Fire Marshal or the Borough's Board of Health.

**4-8 Violations and penalties**

**Section 2.** Any and all other ordinances or parts thereof in conflict or inconsistent with any of the terms hereof are hereby repealed to such extent as they are so in conflict or inconsistent.


**Section 3.** In case any article, section or provision of this ordinance shall be held invalid in any court of competent jurisdiction, the same shall not affect any other article, section or provision of this ordinance except insofar as the article, section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

**Section 4.** This Ordinance shall take effect immediately upon final passage and publication as required by law.

INTRODUCTION						
Roll Call Vote						
Council Member	Motion	Second	Aye	Nay	Abstain	Absent
Corbi		X	X			
Fullerton			X			
Rafter	X		X			
Reed			X			
Scott			X			
Wilburn			X			
Mayor Quinn (Tie)						
ADOPTION						
Roll Call Vote						
Council Member	Motion	Second	Aye	Nay	Abstain	Absent
Corbi			X			
Fullerton		x	X			
Rafter	x		X			
Reed			x			
Scott						X
Wilburn						X
Mayor Quinn (Tie)						

**CERTIFICATION**

I, Kelly Andrews, Municipal Clerk of the Borough of Riverton, County of Burlington, and State of New Jersey, do hereby certify the forgoing to be a true and correct copy of an Ordinance which was introduced by the Council of the Borough of Riverton at its meeting of July 16th, 2024, with a second reading, public hearing, and final adoption to be held on August 20th, 2024.

  
 Kelly Andrews,  
 Municipal Clerk