

**Honey Brook Borough
Solicitors Permit Checklist**

**Permit # _____
Permit Fee Paid _____**

Completed	The following are required before a Solicitors Permit will be issued
	1. Location to be used (see guidelines for solicitors). If at a fixed location, peddler must obtain written permission from the commercial private property owner (sample attached). If using a sign, solicitor must obtain a sign permit from the Borough Office.
	2. A copy of your Pennsylvania Sale Tax License. If you do not have one, you must apply for one with the Pennsylvania Department of Revenue.
	3. A copy of your Chester County Health Department License if you are selling food or drink products: 601 Westtown Road, Suite 290 West Chester, PA 19380-0990; (610-344-6225)
	4. Two 2" x 2" photos of front facial view. (Must be an original photo, no copies or negatives).
	5. The Permit fee per the Borough Fee Schedule.
	6. After completing steps 1-5, bring in the completed application, application fee and attachments to obtain your permit to the Honey Brook Borough office, 71 Pequea Avenue, P.O. Box 249, Honey Brook, PA 19344; Monday through Friday 8:30 a.m. until 4:00 p.m.; closed weekends and holidays.

GUIDELINES FOR SOLICITORS

Proof of Permit: When this office receives: (i) a completed application, (ii) application fee and (iii) all attachments required this office will issue a Honey Brook Borough Permit after the check for the application fee has cleared. A Chester County Department of Health License is required for any sale of meat, food, beverage, confections, ice cream, or refreshments.

Duties: Solicitors must:

1. Immediately and peacefully depart from premises when requested to do so.
2. Identify him/herself and the name of the organization they represent.
3. Reveal all information contained on the Application/Permit.
4. Carry the Solicitor's Application/Permit (with your photograph attached) upon your person when engaged in peddling and exhibit it upon request to all police officers, Borough officials and citizens of the Borough.
5. No solicitor shall engage in peddling at any time on Sunday, or upon any other day or of the week before 9 am or after 6pm (prevailing time).

**Honey Brook Borough
Solicitor's Permit Application/
Solicitor's Permit**

Permit # _____
Permit Fee Paid _____

Organization/Solicitor Name	Mailing Address
Contact Person	Street Address
Phone	Fax
Type of Organization <input type="checkbox"/> Religious <input type="checkbox"/> Charitable <input type="checkbox"/> Educational <input type="checkbox"/> Citizens <input type="checkbox"/> Patriotic <input type="checkbox"/> Other	
Purpose of Solicitation	Type of Solicitation (include type of goods, etc.)
Location(s) of Solicitation: Last Municipality engaged in Solicitation: Next Municipality to be engaged in Solicitation:	Date(s) of Solicitation:
# of secondary solicitors, if any	Time(s) of Solicitation
Have you ever had a solicitation permit revoked? Yes _____ No _____ If yes, please explain on a separate sheet	
Date of last solicitors permit application	PA Sales Tax License No. _____ (copy attached)
Have you ever been convicted of a misdemeanor or felony? Yes ___ No _____ If yes, please explain on a separate sheet	
Motor vehicle license No. used for solicitation _____	If using a sign, is sign permit attached? Yes ___ No ___ N/A ___
If fixed location, is permission slip from property owner attached? Yes ___ No ___ N/A ___	
If selling food/drink products, is health department permit copy attached? Yes ___ No ___ N/A ___	

The undersigned, declares the following: that he/she shall perform the operation, service or act stated hereon strictly as stated; that the statements made above are true and correct to the best of his/her knowledge and belief; that he/she will comply with all provisions of the Ordinances of the Borough of Honey Brook relative to the operation, service or act which the permit is requested, that he/she agrees to hold the Borough of Honey Brook free and harmless from all liability which may be imposed upon it and to reimburse the Borough of Honey Brook for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the permit was issued.

Applicant Signature

Date: _____

Approved: _____
 Borough Official
 (Photograph to be attached)

Date: _____

Honey Brook Borough
Solicitor's Fixed Location Form

Permit # _____
Permit Fee Paid _____

Organizations Name _____

Solicitor's Name _____

Signature of Solicitor (Responsible Party) _____

The following is to be completed by the commercial private property owner:

I, _____ Hereby certify that the above named person/organization has contacted me and has my permission to use my property located at _____
(Street Address)

More commonly known as _____
(Business Name)

for the period of time from _____ to _____
(Month/Day/Year) (Month/Day/Year)

Date _____ Signature of Property Owner or Designee _____

Honey Brook Borough
Solicitor's Fixed Location Form

Permit # _____
Permit Fee Paid _____

Organizations Name _____

Solicitor's Name _____

Signature of Solicitor (Responsible Party) _____

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Date _____ Signature of Property Owner or Designee _____