City of North Little Rock Event Application

This form is a summary of your event. Additional details may be needed from various departments within North Little Rock for their review. This form must be submitted through the Office of Neighborhood Services ***a minimum of 45 business days, prior to the requested event date***. This is to allow ample time for each department to review your form and request additional information, permits, licenses and or other paperwork to be completed, submitted and approved. Keep in mind that each department may have specific requirements to approve an event.

Note: submission of this form does not guarantee an event will be approved.

Event Name/Title: _____

Location: _____ Date(s) _____

Time Begin: _____ am pm Time End: _____ am pm

Attendance estimate: _____ Age range: _____ - _____

Description of event: _____

_____

Will alcoholic beverages be: Sold? Yes No Served? Yes No Allowed? Yes No

Will this event have mobile food vendors? Yes No If yes, How many vendors? _____

If yes, it is the responsibility of the applicant to ensure that all mobile food vendors are in compliance with North Little Rock City Ordinance 8655. A copy is attached to this application for your reference.

Is this event open for public attendance? Yes No Paid Admission required? Yes No

Has this event been held before? Yes No If Yes, When _____

Event Manager (must be on site) _____ Cell Phone _____

Applicant:

Name: _____ Email: _____

Address _____ Phone: _____

City: _____ State: _____ ZIP: _____

Organization: _____

Address: _____

City: _____ State: _____ ZIP: _____

Emergency Medical: Will emergency medical providers be stationed at the event? Yes No

Have provisions been made in the event plan to allow easy access for medical personnel and other responders in case of an emergency? Yes No

Please describe plan: _____

_____

_____

Security and Safety:

Describe the security and safety plan for the event, in detail. Attach additional sheets, if necessary. If you need help in developing a plan, you may contact the North Little Rock Police department at 501-771-7171.

_____

_____

_____

If the event is a race, running or bike event, a detailed description and a map showing the route *MUST* be submitted before this application will be considered. Some North Little Rock streets cannot be approved for race events. The onsite event manager must have available immediate phone access and phone numbers to contact emergency personnel if not stationed at event.

Traffic:

What is the parking plan for the event?_____

_____

_____

Will the event require the closing or obstruction of any public streets? Yes No

What street is requested for closing? _____

Beginning intersection: _____ Ending intersection: _____

A detailed description and maps of necessary closure or obstruction must be submitted before this application will be considered.

Who will close and reopen the street? _____

List time for closing _____ reopening _____ of street.

Sanitation:

Will toilet facilities be available? Yes No

Will portable toilets be used? Yes No Number anticipated_____

Describe the number and location of additional receptacles for trash and other refuse. _____

_____

What provisions have been made for cleaning and restoration of the facility and/or area after the event? (including parking and egress/ingress areas) _____

_____

_____

****All Applicants are responsible for cleanup ****

This completed form may be emailed to NLRNeighborhoodServ@nlr.ar.gov, or faxed to (501) 791-8516 or mailed to NLR Neighborhood Services, 3427 North Magnolia Street, North Little Rock, AR 72116. Once the form is received, Neighborhood Services will distribute it to the approval authority of each department for their review and approval. Need additional information? Contact NLR Neighborhood Services at (501) 791-8500.

Event Application Food Vendor Check List

Use this check off sheet if your event will have Mobile Food Vendors. Please complete each item in the order it is listed to confirm you have completed all required steps in the proper order.

- ☐ 1.) Submit and receive approval of a completed Event Application. Include with the application a description of your proposed business plan. Contact North Little Rock Neighborhood Services for application and/or approval status, (501) 791-8500 or email - NLRNeighborhoodServ@nlr.ar.gov.
- ☐ 2.) Written description of Proposed Business Plan. (Ex: type of food selling, confirmation of intent to pay A & P taxes and hours of operation.) Please provide a copy of current year business license with this plan.
- ☐ 3.) Copy of Current Health Inspection. For Health Inspection information contact North Little Rock Health Department at (501) 791-8551.
- ☐ 4.) Proof of Inspection by North Little Rock Fire Marshal. For inspection information contact North Little Rock Fire Marshal's office at (501) 812-5940.
- ☐ 5.) Current Certificate of Insurance Providing General Liability Insurance.
- ☐ 6.) A & P Permit. For information regarding this permit contact North Little Rock City Clerk's office at (501) 975-8617.
- ☐ 7.) Valid Drivers License from Applicant.
- ☐ 8.) Fee: $15.00 for 1 day or $25.00 for 3 (consecutive) days for each approved event (cash or money order).

Application must be made at least three (3) business days prior to approved scheduled event. **Once items 1-8 are completed, take all paperwork with fee to the North Little Rock City Clerk's office at 300 Main Street, North Little Rock, AR 72114.**

City of North Little Rock
APPLICATION
MOBILE FOOD VENDOR

Pursuant to Ordinance No. 8655
Valid up to 3 consecutive days

Account #_____
Type_____
Questions? Call 501-975-8617

Must apply in person at:
North Little Rock City Hall
300 Main Street
North Little Rock, AR 72114
Officer hours: Mon—Fri
8:00 a.m. – 4:30 p.m.
Application must be made at least 3 business days prior to approved scheduled event.

APPLICATION FOR MOBILE VENDOR PERMIT

Date:_____, 20_____

New Permit____ Renewal of Existing permit____

Notice: A Permit is required for EACH Mobile Food Vendor Vehicle (truck or trailer—see ordinance)

Name of Business_____

When did business open and where is it located? Month/Year _____

Address_____(PO Box not acceptable) City_____

Owner's Name (Printed)_____ Driver's License #_____
(*attach color copy*)

Business owned/or leased?_____

Mailing address if different than business location above_____

City_____ State_____ Zip Code_____

Owner's Home Address_____ Telephone #_____

City_____ State_____ Zip Code_____

Emergency Contact Telephone #_____

Email or web address_____

Location of event_____ Date(s)_____

Description of Operations_____

Hours of Operation(s)_____Vehicle License #_____

A FALSE STATEMENT OR MISREPRESENTATION MAY MAKE THE PERMIT NULL AND VOID AND CONSTITUTE FOREFEITURE OF PAID FEES.

Signature of Owner or Owner's Representative_____

Required at time of application:

- ☐ Copy of Approved Event Application including location and date(s). *Neighborhood Services, 501-791-8500*
- ☐ Copy of Current Health Inspection. *Health Department, 501-791-8551*
- ☐ Proof of Inspection by North Little Rock Fire Marshal. *Fire Marshal Office, 501-812-5940*
- ☐ Current Certificate of Insurance Providing General Liability Insurance.
- ☐ A&P Permit. *City Clerk's Office, 501-975-8617*
- ☐ Description of proposed Business Plan. *Please provide copy of current year business license with Business plan.*
- ☐ Valid Drivers License from Applicant
- ☐ Fee: $15.00 for 1 day or $25.00 for 3 (consecutive) days for each approved event (cash or money order).

To Be Completed by Clerk's office:
Permit Number Assigned:_____
Date: _____
CC Clerk: _____

City of North Little Rock - City Clerk's Office
P.O. Box 5757, North Little Rock, AR 72119

ADVERTISING AND PROMOTION TAX PERMIT APPLICATION

(PLEASE PRINT ALL INFORMATION)

Application Date _____ (Month, Date, Year) **Business Opening Date:** _____ (Month, Date, Year)

(Note: A copy of applicant's driver's license will be required.)

Business Name _____

Business Type: *(check one)*
_____Caterer ONLY
_____Concessionaire/Event Vendor*
_____Convenience Store
_____Restaurant
_____Bed and Breakfast
_____Hotel # rooms_____
_____Motel # rooms_____

Business Association: *(check one)*
_____Corporation
_____LLC (Limited Liability Company)
_____Limited Partnership
_____General Partnership
_____Sole Proprietorship

* Concessionaires/Event Vendors are required to list where they will be doing business in North Little Rock!

Business Physical Address (required*)_____ **Zip Code**_____

Business Telephone Number _____ **Business FAX**_____

E-Mail address:_____ **Website address**:_____

Business Mailing address *(if different than physical location)*: _____

City _____ **State** _____ **Zip Code** _____

Complete the following for all majority owners or partners in this business: PLEASE PRINT NO P.O. BOX

	Owner/Partner 1	Owner/Partner 2	Owner/Partner 3
Name			
Title			
Home Address			
City			
State			
Zip			
Phone # (HM & Cell)			
E-mail Address			

_____**I verify receiving *Operating a Business in North Little Rock* and the *Prepared Food Definition ordinance.***

Applicant's Name _____ **Title** _____

Applicant's signature:_____

O-14-45 Amended

ORDINANCE NO. 8655

AN ORDINANCE AMENDING CHAPTER 74 OF THE NORTH LITTLE ROCK MUNICIPAL CODE TO ADD REGULATIONS FOR "MOBILE FOOD VENDORS"; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES.

WHEREAS, Chapter 74 of the North Little Rock Municipal Code ("NLRMC") contains regulations pertaining to peddlers and solicitors, but contains no regulations for vehicles that engaged in the business of cooking, preparing, and distributing food or beverage with or without charge from mobile food trucks on or in public or restricted spaces as part of temporary food truck events. ("Mobile Food Vendors"); and

WHEREAS, regulations for Mobile Food Vendors are needed in order to protect the health, safety and welfare of the citizens of the City of North Little Rock, Arkansas ("the City"); and

WHEREAS, it is in the best interest of the City that Chapter 74 of the NLRMC be amended to include standards for drivers of and regulations for Mobile Food Vendors.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTH LITTLE ROCK, ARKANSAS:

SECTION 1: That Chapter 74 of the NLRMC is hereby amended as follows to add definitions and a new section on Mobile Food Vendors as follows:

Chapter 74
PEDDLERS, SOLICITORS,
~~AND~~ MOBILE FROZEN TREAT VENDORS
AND MOBILE FOOD VENDORS

Sec. 74-1. Definitions.

***

Food Establishment means a business operation that stores, prepares, packages, serves, vends or otherwise provides food for human consumption as set forth in the State Health Code.

Mobile Food Vehicle means a food establishment that is located upon a vehicle, or which is pulled by a vehicle, where food or beverage is cooked, prepared and served for individual portion service, such as a mobile food kitchen; provided, however, that a mobile food vehicle shall not be considered a food service establishment for the purposes of this chapter.

Mobile Food Truck means a mobile food vehicle.

Temporary Mobile Food Truck Event means a community-based event, not lasting longer than three (3) days, that takes place on public property or closed public street(s) involving the patrons of one or more mobile food trucks, or mobile food vehicles as defined by this chapter. The event occurs with the knowledge and consent of the

property owner in accordance with all laws and regulations of the City. The Mayor or his designee, including but not limited to the Director of Neighborhood Services, shall determine that an event qualifies as a temporary mobile food truck event.

***

Sec. 74-51 – Mobile Food Vendors.

1. Scope
    a. It shall be the responsibility of the Mayor or his designee to determine what events qualify as a community based event. Such events may include but are not limited to:
        i. Predetermined events designated by the Mayor or his designee as community based events, or
        ii. Events based upon an application made by an event organizer who makes application through the Mayor's office or through the City Department designated to receive those application.
    b. The provisions of this section shall apply to mobile food operations engaged in the business of cooking, preparing, and distributing food or beverage with or without charge from mobile food trucks on or in public ~~or restricted~~ spaces as part of temporary food truck events. This section shall not apply to mobile frozen treat vendors (ice cream trucks) that move from place to place.
    c. ***The provisions of this section shall not apply to concessionaire operations and agreements managed by the North Little Rock Parks and Recreation Department.***

2. Mobile Food Truck Permit Required
    a. No person or business entity, including a religious or charitable organization, shall operate a mobile food truck in any public, ~~private or restricted~~ space without a permit issued by the Clerk's Office.
    b. A mobile food truck permit is required for each and every mobile food truck.

3. Application for a Mobile Food Truck Permit
    a. *Single Application.* There shall be made available a single application form to apply for each mobile food truck permit. The application shall provide the following:
        i. A description of necessary inspections and fees;
        ii. A description of areas of the City where the operation of mobile food trucks are limited or prohibited;
    b. *Submission of Materials.* Each application shall indicate on its face that the following materials must be submitted by the applicant:
        i. The name of the business and its owner or owners and the mailing address of the business,
        ii. A description of the proposed business plan for the mobile food truck operation,
        iii. ~~A proposed service route and hours~~ ***Hours*** of operation with a detailed schedule of times and locations where the mobile food truck will be stationary and serving food,
        iv. Certification that the vehicle has passed all necessary inspections required by the Arkansas Department of Health, and

v. A certificate of insurance providing general liability insurance ~~listing the City as additionally insured~~. A food truck permit shall be issued only for the explicit time period covered by the effective dates of the general liability insurance policy.

c. *Approval Process.* An application must be submitted to the City Clerk's Office. The application must receive the approval of the Clerk's Office, based on duly published criteria established by the City.

~~i. The Clerk's Office may work with the applicant or permit holder to modify a service route at any time (i) before the issue of a permit or (ii) after the issue of a permit, if the grant of a permit or approval of a service route has led to the creation of a nuisance or otherwise endanger the public health, safety, or order or by request of the permit holder.~~

~~ii. Within thirty (30) days of the submission of a completed application, the Clerk's Office shall either issue or deny the application for a permit.~~

4. Permit Renewal

a. Every mobile food truck permit, unless suspended or revoked by the City for a violation of any provision of this section or other rule or regulation promulgated for the implementation of this section, shall be renewed for each subsequent temporary mobile food truck event based upon the previous application.

5. Rules and Regulations

a. *General.* The City is hereby authorized to promulgate, both jointly and within its respective departments, additional rules and regulations appropriate for the implementation of this section to establish a streamlined process for the permitting of mobile food trucks; provided however, that such rules and regulations are not inconsistent with the following limitations and restrictions:

i. No operator of a mobile food truck shall park, stand, or move a vehicle and conduct business within areas of the City where the permit holder has not been authorized to operate;

ii. The issuance of a permit does not grant or entitle the exclusive use of the service location, in whole or in part, to the mobile food truck permit holder, other than the time and place as approved for the term of the permit;

iii. No mobile food truck shall provide or allow any dining area, including but not limited to tables, chairs, booths, bar stools, benches and standup counters.

iv. Mobile food trucks must be located at least 100 feet from the front door of any restaurant, outdoor dining area, ***200 yards from*** any school, and at least 15 feet from any ***stop sign***, fire hydrant and 5 feet away from any driveway, ~~sidewalk,~~ utility box or vault, handicapped ramp, building entrance or exit or emergency call box.

1. These minimum distance requirements are all measured in a straight line from the closest point of the proposed food truck location to the closest point from the buffered object, or in the case of a restaurant measured form the closest point of the restaurant's main entrance.

2. If a permit is issued and a restaurant subsequently opens within 100 feet of the approved food truck location, the food truck may continue to operate until the permit expires.
3. Mobile food trucks may be located closer to a school if provided with express written permission from the school's principal or designee. Any written permission must be present at the temporary mobile food truck event and available for inspection at all times.

v. Consumers shall be provided with single service articles, such as plastic forks and paper plates, and a waste container for their disposal. All mobile food trucks shall offer waste container for public use that the operator shall empty at his or her own expense;

vi. Mobile food truck operators shall remove all trash at their expense. Mobile food truck operators shall not utilize dumpsters of other existing businesses without the permission of such businesses.

vii. No mobile food truck shall make or cause to be made any unreasonable or excessive noise in violation of City ordinances;

viii. A mobile food truck may not operate on public property unless the City has otherwise granted approval on the permit application for its operation at the particular location during specific times;

ix. A mobile food truck may conduct sales while parked on a public street when the City ~~Council~~ has approved a temporary street closure for a City-sponsored or neighborhood-sponsored event such as a street festival or street fair; and

x. For mobile food trucks on public property, the City reserves the right to temporarily move a mobile food truck to a nearby location if the approved location needs to be used for emergency purposes, snow removal, construction, or other public benefit;

b. *Inspectional Services.* The food truck applicant shall ensure compliance with all state health regulations.

6. Permit Fees
   a. *Application Fee.* The application fee for a permit or a renewal of a permit granted by the City for the operation of a mobile food truck shall be $15 per individual day of operation, or $25 for two to three (3) continuous days of operation for a single temporary mobile food truck event.

7. Prohibition Against the Transfer of a Permit
   a. *Transfer for value prohibited.* No person holding a permit for a mobile food truck shall sell, lend, lease or in any manner transfer a mobile food truck permit for value.
   b. *Nonvalue transfers as part of the sale of a business.* A permit holder may transfer a permit as part of the sale of a majority of the stock in a corporation holding such permit, as part of the sale of a majority of the membership interests of a limited liability company holding such permit, or as part of the sale of a business or substantially all of its assets; provided that there shall be no allocated or actual value for the transfer of the permit.
      i. Prior to any such transfer, the transferor shall notify the City in writing and the transferee shall submit a food truck permit application for approval to the Clerk's Office pursuant to the process

set forth in this section and any additional rules and regulations promulgated by the City.

ii. Any such transfer shall be subject to the terms and conditions of the original permit.

c. *Unauthorized transfer voids permit.* Any unauthorized transfer or attempt to transfer a permit shall automatically void such permit. Whoever violates this provision, including both the transferor and transferee, shall be subject to a fine of three hundred dollars ($300). The unauthorized transfer or attempt to transfer of each permit shall constitute a separate violation.

8. Operation of Mobile Food Trucks
   a. *Operation without permit.* Any mobile food truck being operated without a valid mobile food truck permit issued by the Clerk's Office shall be deemed a public safety hazard and may be ticketed and impounded.
   b. *Unattended Vehicles prohibited.* No mobile food truck shall be parked on the street overnight, ***unless present at the location apart of the mobile food truck event,*** or ~~let~~ *left* ~~unattended and~~ unsecured at any time food is kept in the mobile food truck. Any mobile food truck which is found to be ~~unattended~~ ***unsecured*** shall be considered a public safety hazard and may be ticketed and impounded.
   c. A mobile food truck operating outside of an approved ~~route~~, site, at an unauthorized location, or beyond the hours for which the operation has been permitted shall be deemed operating without a permit in violation of this section and may be subject ot enforcement under this section.

9. Enforcement
   a. *Fine for Violation.* Any permit holder operating a mobile food truck or service in violation of any provision of this section or any rules and regulations promulgated by the City may be subject to a fine of three hundred ($300) dollars per day. Each day violation shall constitute a separate and distinct offense.
   b. *Revocation, suspension, modification.* Once a permit has been issued, it may be revoked, suspended, modified, or not renewed for failure to comply with the provisions of this section or any rules and regulations promulgated by the City.
   c. *Enforcement.* The provision of this section or any rules and regulations promulgated by the City may be enforced by the North Little Rock Police Department ~~and~~ , the North Little Rock Fire Department ***and the North Little Rock Code Enforcement Office.***

10. Severability
   a. If any provision of this section is held to be invalid by a court of competent jurisdiction, then such provision shall be considered separately and apart from the remaining provisions, which shall remain in full force and effect.

Editor's Note: *Deletions denoted by ~~strikethrough~~; additions denoted by underline.*
*Amendment Note: Deletions denoted by ~~highlighted strikethrough~~; additions denoted by **Bold Italic.***

SECTION 2: That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

SECTION 3: That the provisions of this Ordinance are hereby declared to be severable and if any section, phrase, or provision shall be declared or held invalid, such invalidity shall not affect the remainder of the sections, phrases or provisions.

SECTION 4: Mobile Food Vendors provide food purchases at special community based events that take place on public property or on closed public streets, engage in the preparation and distribution of food and beverages to the public, and could pose a safety and health hazard to the public if unregulated, such that additional regulation is necessary for the immediate preservation of the public health, safety and welfare; THEREFORE, an emergency is hereby declared to exist and this Ordinance shall be in full force and effect from and after its passage and approval.

PASSED:

7/14/14

APPROVED:

Mayor Joe A. Smith

SPONSOR:

Alderman Beth White

ATTEST:

Diane Whitbey, City Clerk

APPROVED AS TO FORM:

C. Jason Carter, City Attorney

PREPARED BY THE OFFICE OF THE CITY ATTORNEY/mf

FILED _____ A.M. _____ P.M.

By _____

DATE _____

Diane Whitbey, City Clerk and Collector
North Little Rock, Arkansas

RECEIVED BY _____