

NEW SOLICITORS LICENSE APPLICATION INSTRUCTIONS

LICENSING PERIOD JANUARY 1st to DECEMBER 31st

THE FEE IS \$50.00 FOR THE YEAR OR ANY PART THEREOF

APPLICATIONS CAN TAKE FROM FOUR TO SIX WEEKS FOR APPROVAL

HEALTH DEPARTMENT LICENSE IS NOT VALID UNTIL YOU RECEIVE
LICENSE FROM THE CLERK'S DEPARTMENT

In accordance with Township Code, Chapter 126 Peddling and Soliciting 126-4E Exceptions. A solicitor license is not necessary for individuals that work for companies such as Verizon. Section 126-4E reads as follows: "Any public utility or its employees, which said public utility is subject to regulations by the State Board of Public Utility Commissions; provided, however, that such employees shall display the identification badge or card issued by their employer".

APPLICATION PACKAGE INCLUDES:

- a. Instructions for Applicant
- b. Application
- c. Official fingerprint form as designated by the State Police of New Jersey or, fingerprint results from another municipality provided that fingerprinting has been done **within the last six months indicating no disqualifying information in accordance with P.L.2015, Chapter 122.**
- d. Release authorization for West Windsor Township Police
- e. List of Residents Not to Solicit
- f. Copy of Township Code Chapter 126 Peddling and Soliciting

APPLICANT INSTRUCTIONS

1. **Completed application** - Submit completed application with all forms, fees and required materials. All sections must be filled in or it will be returned for completion.
2. **References: IF APPLICANT DOES NOT HAVE REFERENCES IN MERCER COUNTY**, list references in their county of residence.
(Example: banks, local businesses, friends, etc.)
3. Applicant's signature is to be notarized and sealed by a Notary Public. This can be done at the time of application by one of the Township notaries. Notary Fee is \$2.00 per signature.
4. **Fees:** Application fee of \$50.00 submitted at time of application (personal check, money order, cash).

NEW solicitors - cost for fingerprints (See fingerprints section below for details)

5. **Photos:** Applicant should submit two 1-1/2" x 1-1/2" photographs of full face only (no profiles).

6. **Fingerprints:**

If you have had your fingerprinting done in **the last six months in another municipality**, fingerprint results can be supplied with completed application. If not, the applicant is responsible to arrange fingerprinting through the New Jersey State Police Vendor for fingerprinting. You must use the application provided by the West Windsor Clerk's Office. A case number **must be** obtained from the West Windsor Township Police Division and entered on the fingerprint form under #7 because the vendor will ask for that number.

To schedule an appointment you can go online at www.bioapplicant.com/nj or call 1-877-503-5981. Hours of operation are Monday through Friday 8:00 a.m. to 5:00 p.m., and Saturday 8:00 a.m. to 12:00 noon.

DISTRIBUTION OF FLYERS REQUIRES A LICENSE

SOLICITING AT PRINCETON JUNCTION TRAIN STATION:

The train station is under the Parking Authority jurisdiction. For information about selling or the distribution of flyers in that area, contact the West Windsor Parking Authority at 609-799-3130.

MOBILE FOOD OR ICE CREAM TRUCKS:

Applicants must apply to the West Windsor Township Health Department and schedule an inspection to obtain a Mobile Retail Food Establishment license. Applicants must apply for a solicitor license from the West Windsor Township Clerk's Department. The license issued by the Health Department will not be valid until a license has been obtained from the West Windsor Township Clerk's Department. Ice cream vendors will not be issued a license by the West Windsor Township Health Department until they have first obtained a solicitor license from the West Windsor Township Clerk's Department.

**EXEMPTIONS FROM LICENSE FEES UNDER STATE STATUTE
45:24-9: MUNICIPAL LICENSE FEE ONLY IS WAIVED.**

Veterans:

Applicant must have a "Veteran's Card" from Mercer County (or other county in NJ). Applicant may apply for their card at the Mercer County Clerk's Office in the Mercer County Courthouse at Market and Broad Streets, Trenton, NJ. Phone 609-989-6464. Attach a photocopy of the certificate to your application.

Exempt Firemen:

Applicant must have an "Exemption Certificate" to present to the Mercer County Clerk's Office (or other county in NJ). The County Clerk will then issue a certification. Attach a photocopy of the "Exemption Certificate" to your application.

TOWNSHIP OF WEST WINDSOR

**APPLICATION FOR LICENSE
VENDING/PEDDLING/HAWKING/SOLICITING**

(2) recent photos
(size 1-1/2" x 1-1/2")
showing clear view of
head and shoulders.
No hat or sunglasses.

All licenses commence January 1st of each year and terminate December 31st of the same year.

The application fee is \$50.00 for the year or any part thereof. Licenses are not transferable.

Applicant to pay all fees associated with fingerprinting.

Date of Application _____ Fee Paid _____ Receipt or Check No. _____

GENERAL INFORMATION

NAME: _____
First Middle Last

ADDRESS: _____
Number Street City State Zip Code

HOME PHONE NUMBER: _____ CELL PHONE NUMBER: _____

EMAIL ADDRESS: _____

MAILING ADDRESS *(if different from above)*: _____

Temporary Local Address _____
(If applicable) Number Street City State Zip Code

Place(s) of Residence for 5 years previous to present address:

Date of Birth Age Weight Height Hair Eyes Sex

Drivers License Number Indicate State License Expiration Date

Description of vehicle to be used:

Year Model Color License Plate Number *(Indicate State)*

All applicants must complete the following

(Circle One) **Self-employed / Corporation / Association / Partnership**

Name of Company _____

Type of Business _____

Name of Local Manager _____

Address of Manager _____

Headquarters Address _____

Headquarters Phone Number _____

TYPE OF PRODUCT TO BE SOLD: _____

(All food products require Board of Health approval prior to licensing)

Describe product or service: _____

Product warehouse location: _____

How will product be delivered? _____

BUSINESS REFERENCES located in **MERCER COUNTY**:

(If none in Mercer County - list references in nearest local area)

NAME

ADDRESS

PHONE NUMBER

1. _____

2. _____

CHARACTER REFERENCES *(Mercer County Property Owners):*

(If none in Mercer County - list references in county of residence)

NAME

ADDRESS

PHONE NUMBER

1. _____

2. _____

I (circle one - *have, have not*) been **convicted of crime, misdemeanor or violation** of a municipal order.

If applicable, list nature of offense/date/place/disposition:

The facts set forth in this application are true and complete. I understand that **false statements on this application shall be considered sufficient cause for denial, suspension, or revocation of my license for the balance of the license year.** I also understand that **if any of the statements made are false, I may be subject to criminal prosecution** under the laws of the State of New Jersey.

I hereby agree to abide by and accept all the terms, conditions, limitations and restrictions contained in the West Windsor Township Ordinances.

Applicant's Signature

STATE OF NEW JERSEY)
) SS:
COUNTY OF MERCER)

_____, being duly sworn deposes and says that he/she is the individual
(Applicant Print Name)
making the foregoing application for a License for Vending/Peddling/Hawking/Soliciting; that the answers to the foregoing questions
and other statements contained therein are true of his/her own knowledge and belief.

Applicant's Signature

Sworn to and subscribed before me this

_____ Day of _____ 20__

Signature and Seal of Notary Public

INVESTIGATION OF APPLICATION

Applicant fingerprinted by _____
Police Officer's Signature Date

I have investigated this application and find that issuance of the license applied for (*would, would not*) present a danger to the public health, welfare or safety of the residents of West Windsor Township.

Approved () _____
Signature of Police Chief or Captain Date

Denied () _____

Signature of Township Clerk Date

License Number _____

Date issued _____

Please bring this form to the West Windsor Township Police Division to obtain a "case number" – box #7 prior to calling for the fingerprinting appointment. If you do not have a "case number" when you call, you will not be able to make your appointment.

Note: Be sure to list your (9) "First Name" and (11) "Last Name" in the correct order on the fingerprint form, otherwise, this will delay the background check. If the names are in the wrong order the police will instruct you to go back to the Identi-go office to correct the information and the processing of your application will not move forward.



By MorphoTrust USA

New Jersey Universal Fingerprint Form

www.bioapplicant.com/nj

(1) Originating Agency Number (ORI #) NJ0111300		(2) Category LOX	(3) Statute Number 13:59-1		
(4) Reason for Fingerprinting LOCAL ORDINANCE			(5) Document Type S1	(6) Payment Information \$40.69	
(7) Contributor's Case # (Unique Identifier)			(8) Miscellaneous		
(9) First Name		(10) MI	(11) Last Name		
(12) Daytime Phone Number () -		(13) Social Security Number (Optional)	(14) Date of Birth	(15) Height	(16) Weight
(17) Maiden or Alias Last Name		(18) Place of Birth (US State if US Citizen; Country for all others)		(19) Country of Citizenship	
(20) Home Address					
Address		City	State	Zip	
(21) Gender (Select one) <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Both	(22) Hair Color	(23) Eye Color	(24) Race (Select One) <input type="checkbox"/> A Asian/Pacific Islander (includes Asian Indian) <input type="checkbox"/> B Black <input type="checkbox"/> I American Indian / Alaska Native <input type="checkbox"/> W White (Includes Hispanic/ Spanish Origin) <input type="checkbox"/> U Unknown		
(25) Occupation / Position (with respect to Requirement)		(26) Employer / Organization Name (with respect to Requirement)			
		Employer Address			
		City	State	Zip	
<p>Identification Requirement - Acceptable Identification must be presented at the <u>time of printing</u>. Identification presented MUST be one (1) document that is current (not expired). A combination of documents will not be accepted. The single document must include the following criteria: Photo, Name, Address (home/employer), Date of Birth. Acceptable ID must be issued by a Federal, State, County or Municipal entity for identification purposes. Examples of acceptable ID are: 1) Valid U.S. State Photo Driver's License/ Non Driver's License, 2) U.S. Passport, 3) USCIS Permanent Resident ID Card (issued after 5/10/2010), and 4) USCIS Employment Authorization Card (issued after 10/31/2010).</p>					

Please READ This Form Carefully:

Follow all of the instructions provided by your agency/employer to complete the fingerprint process. You must have this form (Blocks 1 through 26) completed prior to scheduling your fingerprint appointment via the website or call center. **PLEASE PRINT LEGIBLY.** It is **required** that you **present** this completed Universal Fingerprint Form, IDG_NJAPP_020115_V2, at your scheduled appointment.

Appointment Scheduling:

Scheduling is available anytime at www.bioapplicant.com/nj. Appointments may also be scheduled through our Call Center. English and Spanish speaking agents are available at **1-877-503-5981**, Monday through Friday, 8:00AM to 5:00PM EST and Saturday, 8:00AM to 12 Noon EST.

Payment:

When an applicant is responsible for payment, payment is required at the time of scheduling. The following forms of payment are accepted: Visa, MasterCard, American Express, Discover, and prepaid debit cards, or electronic debit (ACH) from a checking account. Accounts will be debited immediately.

Cancel/ Reschedule:

Appointments may be canceled or rescheduled via the website or the call center before the deadline of 5PM EST the business day prior to the scheduled appointment (Saturday Noon for Monday appointments). An appointment fee of \$10.00 plus tax (\$10.69) will be incurred by applicants who do not cancel/reschedule their appointment prior to the deadline. MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

Unable to be Fingerprinted:

An applicant is considered "Unable to be Fingerprinted" for any of the following reasons: Failure to appear for scheduled appointment, inability to present proper identification, inability to present this completed Universal Fingerprint Form IDG_NJAPP_020115_V2, or the information on this form does not exactly match the information provided during the scheduling process. Applicants unable to be fingerprinted will incur a \$10.00 plus tax (\$10.69) appointment fee. MorphoTrust will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

PCN and Receipts:

Upon the completion of fingerprinting you will be assigned a PCN number. The PCN will be recorded on this form and on your receipt. MorphoTrust will not provide duplicate receipts, PCN Numbers or any appointment/printing information after the time of printing.

Applicant ID Number:	Payment Authorization:	PCN:
Scheduled Day & Date:	Scheduled Time:	Scheduled Site:
Agency Information: WEST WINDSOR PD		

You **MUST** retain a copy of this form and the receipt of printing for your personal records.

APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM

IDG_NJAPP_020115_V2



WEST WINDSOR TOWNSHIP POLICE DEPARTMENT

20 Municipal Drive • P.O. Box 38

West Windsor, New Jersey 08550

JOSEPH M. PICA, JR., Chief of Police

(609) 799-1222

FAXES (609) 799-6338 • (609) 799-6515 • (609) 897-9010

Records (609) 799-9282

RELEASE AUTHORIZATION

To all Courts, Police Departments, Probation Departments, Selective Service Boards, Physicians, Hospitals, Employers, Educational and other Institutions and Agencies without exception:

I, _____, am making application for _____

_____ to the West Windsor Township Police Department. As a result, an investigation is being conducted to determine my eligibility.

Therefore, you are authorized to release to the West Windsor Township Police Department, or its representative, any and all information, documentary or otherwise, pertaining to me, that they may request.

A photostatic copy of this authorization shall be considered as effective and valid as the original.

DATE _____

SIGNATURE _____

WITNESS _____

SOCIAL SECURITY # _____

NOTARY SIGNATURE

SEAL



WEST WINDSOR TOWNSHIP
LIST OF RESIDENCES NOT TO BE SOLICITED

1. 43 Cambridge Way
2. 16 Zeloof Drive
3. 22 Ellsworth Drive
4. 2 Quaker Road
5. 131 Cranbury Road
6. 5 Windsor Drive
7. 8 Haskel Drive
8. 21 Hamilton Drive
9. 23 Lenape Lane
10. 20 Sapphire Drive
11. 7 Redwood Court
12. 10 Le Parc Court
13. 33 Park Hill Terrace
14. 98 Harris Road
15. 4 Lee Court
16. 5 Fairfax Court
17. 7 Greenfield Drive South
18. 7 Yorktowne Court
19. 35 Sapphire Drive
20. Entire Development of the Elements at West Windsor
21. 4 Quaker Road
22. 10 Endicott Lane
23. 19 Honeyflower Lane
24. 11 Huntly Drive
25. Entire Development of the Village Grande
26. Entire Development of the Estates at Princeton Junction
27. 4 Brookfield Way

Chapter 126: PEDDLING AND SOLICITING

[HISTORY: Adopted by the Township Committee (now Township Council) of the Township of West Windsor 12-27-1979 by Ord. No. 79-39 as Sec. 4-1 of the Revised General Ordinances. Amendments noted where applicable.]

GENERAL REFERENCES

Fees — See Ch. 82.

§ 126-1. Definitions.

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

MERCHANDISE — All goods, wares, food, fruit, vegetables, farm products, magazines, periodicals and all kinds of articles of personal property for domestic use and orders or contracts for a service, home improvement or alterations shall be considered merchandise within the terms of this chapter.

PEDDLER — Any person who goes from place to place by traveling on the streets and roads or from house to house carrying, conveying or transporting goods, wares or merchandise for the purpose of selling and delivering them to customers. The word "peddler" shall include the words "hawker" and "huckster."

PERSON — Includes the masculine and the feminine and the singular and the plural and shall be construed to mean and include any individual, firm, partnership, corporation, association, club or any other organization or any principal or agent thereof.

SOLICITOR — Any person who goes from place to place by traveling on the streets and roads or from house to house taking or attempting to take orders for the sale of goods, wares and merchandise or personal property of any nature whatsoever for future delivery or for services to be furnished or performed in the future, whether or not such person has, carries or exposes for sale a sample of the object to be sold and whether or not such person is collecting advance payments on such sales. The word "solicitor" shall include the word "canvasser"; provided, however, that this definition shall not include wholesale persons calling on retail merchants.

§ 126-2. Purpose.

The purpose of this chapter is to prevent fraud, crime and unethical and dishonest business practices. The fees to be charged for the issuance of licenses are not to be considered as revenue but are charged for the purpose of covering the expense of investigation and regulating the conduct of the licenses.

§ 126-3. License required. [Amended 3-21-1988 by Ord. No. 88-1]

Except as otherwise provided in § 126-4, it shall be unlawful for any solicitor, hawker or peddler to sell or dispose of or to offer to sell or dispose of any goods, wares or merchandise or to solicit orders for the performance of any service and for any person to go from door to door for the purpose of soliciting financial assistance for said person or for any other organization said person represents (whether directly or indirectly through membership drives or the like) and for any person polling residents on behalf of other than a nonprofit enterprise within the corporate limits of the township without first obtaining a license therefore in compliance with the provisions of this chapter. Such license shall not be transferable from the person to whom issued to any other person. A separate license shall be obtained by a licensed solicitor, hawker or peddler for every agent or employee working for such licensed solicitor, hawker or peddler.

§ 126-4. Exceptions. [Amended 10-24-1983 by Ord. No. 83-30]

The requirements of this chapter shall not apply to the following:

A. Nonprofit organizations.

- (1) Any nonprofit, religious, charitable, school, political, civic or veteran organization, service club or volunteer fire or ambulance corps desiring to solicit or have solicited in its name by other than a profit-making organization money, donations or financial assistance of any kind or desiring to sell or distribute any item for which a fee is charged, provided that there is filed an application, in writing, with the Township Clerk containing the following information:
 - (a) The name and address of the organization.
 - (b) The purpose for which the special permit is requested.
 - (c) The names and address of the officers and directors of the organization.
 - (d) The period during which solicitation is to be carried on.
- (2) The person responsible for any action in the township shall advise the Chief of Police with whatever details said Chief of Police may require prior to such action.
- (3) The application shall be forwarded to the Chief of Police, who shall endorse the application and return the application to the Township Clerk, who shall issue a special permit without charge for a specified period.
- (4) The period during which solicitation by the entities set forth in this Subsection A may be carried on shall terminate at 9:00 p.m. **[Amended 9-9-1985 by Ord. No. 85-18; 3-21-1988 by Ord. No. 88-1]**
- (5) Persons soliciting on behalf of the entities set forth in this Subsection A may do so only upon receipt of the special permit set forth in said Subsection. **[Added 3-21-1988 by Ord. No. 88-1]**

B. Any person honorably discharged from the military services of the United States possessing a peddler's license issued in conformity with N.J.S.A. 45:24-9 and 45:24-10.

C. Any person who is an exempt fire fighter of a volunteer fire department as defined by N.J.S.A. 45:24-9 and 45:24-10 possessing a license in conformity with said law.

D. Any public utility or its employees, which said public utility is subject to regulation by the State Board of Public Utility Commissioners; provided, however, that such employees shall display the identification badge or card issued by their employer.

E. Any person selling fruits and farm products grown by such person, with or without the help of others.

F. Any person engaged in the delivery of goods, wares or merchandise or other articles or things in the regular course of business to the premises of persons who had previously ordered the same or were entitled to receive the same by reason of a prior agreement.

G. Newspaper vendors. **[Added 7-27-1992 by Ord. No. 92-21]**

§ 126-5. Application for license.

Every applicant for a license under this chapter shall file with the Township Clerk a sworn written application, in duplicate, on a form to be furnished by the Clerk, which shall give the following information:

A. The name and description of the applicant.

- B. The permanent home address and full local address of the applicant.
- C. A brief statement of the nature of the business and a description of the merchandise or service to be sold.
- D. If employed, the name and address of the employer, together with credentials establishing the exact relationship.
- E. The length of time for which the license is desired.
- F. If a vehicle is to be used, a description of such vehicle and its license number.
- G. The place where the goods or property to be sold or offered for sale are manufactured or produced, where such goods or property are located at the time such application is filed and the proposed method of delivery.
- H. Two photographs of the applicant taken within 60 days immediately prior to the date of the application, which photographs shall clearly show the head and shoulders of the applicant and shall measure two inches by two inches.
- I. Two business references located in the County of Mercer, State of New Jersey, or, in lieu thereof, such other available evidence of the character and business responsibility of the applicant as will enable an investigator to properly evaluate such character and responsibility.
- J. A statement as to whether the applicant has been convicted of any crime, misdemeanor or violation of any municipal ordinance, the nature of the offense and the punishment or penalty assessed therefore.
- K. The fingerprints of the applicant and the names of at least two reliable property owners of the County of Mercer and State of New Jersey who will certify as to the applicant's good character and business respectability or, in lieu of the names of references, such other available evidence as to the good character and business responsibility of the applicant as will enable an investigator to properly evaluate such character and business responsibility.

§ 126-6. Registration fee.

At the time the application is filed, a fee as established in Chapter 82, Fees, shall be paid to the Township Clerk to cover the cost of processing the application and investigating the facts stated therein.

§ 126-7. Investigation and issuance of license.

- A. Upon receipt of such application, the original shall be referred to the Chief of Police, who shall cause to be made such investigation of the applicant's business and moral character as deemed necessary for the protection of the public health, welfare and safety.
- B. If as a result of such investigation the applicant's character or business responsibility is found to be unsatisfactory or that the issuance of a license to the applicant would present a danger to the public health, welfare or safety, the Chief of Police shall endorse on such application his or her disapproval and reasons for the same and return the application to the Township Clerk, who shall notify the applicant that the application is disapproved.
- C. If as a result of such investigation the character and business responsibility of the applicant are found to be satisfactory and the issuance of a license to the applicant will present no danger to the public health, welfare and safety, the Chief of Police shall endorse his or her approval on the application and return the application to the Township Clerk, who shall execute and deliver to the applicant the license. Such license shall contain the signatures of the Township Clerk and of the applicant and the applicant's photograph, and shall show the name and address of the applicant, the kind of goods to be sold thereunder, the date of issuance and the length of time the same shall be operative. The Township Clerk shall keep a record of all licenses issued and of all complaints received, if any, concerning such licensee.

§ 126-8. Separate license for agents and employees.

A separate license must be obtained for every agent or employee working for any person. Such license shall not be transferable from the person to whom issued to any other person.

§ 126-9. Duties of licensee. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. III).

Every holder of a peddler's or solicitor's license issued by the Township Clerk under the authority of this chapter or by the Clerk of the County of Mercer under the authority of N.J.S.A. 45:24-9 et seq. shall be required to carry such license with licensee while engaged in the business or activity licensed within the corporate limits of the township. The licensee shall produce the license at the request of any official of the township or of any resident of said township with whom the licensee wishes to conduct business or activity. Every such licensee shall restrict selling activity within the township to the hours between 9:00 a.m. and 5:00 p.m. prevailing time on Mondays through Saturdays, shall notify the police officer on duty at least once in every week in which said licensee plans to conduct this activity and before commencing selling or soliciting activity. Such notification shall include a statement of the general area of the township in which the licensee intends to conduct this activity and a schedule of dates and times when the activity shall be conducted. The licensee shall notify the police officer on duty of any change in area or time of solicitation, should such changes be made during the week.

§ 126-10. Prohibited practices.

No peddler or solicitor shall call attention to his or her business or merchandise by crying out, blowing a horn, ringing a bell, other than the doorbell of a building, or by any other loud or unusual noise. No peddler or solicitor shall conduct or attempt to conduct business at any residence or on any property on which is posted a sign expressly prohibiting such activity.

§ 126-11. Enforcement.

It shall be the duty of any police officer of the township to enforce the provisions of this chapter and require any person seen peddling or soliciting who is not known by such officer to be duly licensed to produce such person's peddler's or solicitor's license.

§ 126-12. Revocation of license.

- A. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. III). Licenses issued under the provisions of this chapter may be revoked by the township, after notice and hearing, for any of the following causes:
- (1) Fraud, misrepresentation or false statement contained in the application for license.
 - (2) Fraud, misrepresentation or false statement by the licensee in the course of conducting the business licensed.
 - (3) Any violation of this chapter.
 - (4) Conviction of any crime involving moral turpitude.
 - (5) Conducting the business licensed in an unlawful manner or in such a manner as to constitute a breach of the peace or a menace to the health, safety or general welfare of the public.
- B. Notice of hearing for revocation of license shall be given, in writing. Such notice shall set forth the specific grounds of complaint and the time and place of the hearing and shall be sent by registered mail to the licensee at the last known address at least five days prior to the date set

for the hearing.

C. Hearings under this section shall be before the Business Administrator. Editor's Note: Added at time of adoption of Code (see Ch. 1, General Provisions, Art. III).

§ 126-13. Appeals. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. III).

Any person aggrieved by the action of the Chief of Police or of the Township Clerk in the denial of a license, as provided in § 126-7, shall have the right of appeal to the Business Administrator. Such appeal shall be taken by filing with the township, within 14 days after the notice of the action complained of has been mailed to such person's last known address, a written statement setting forth fully the grounds for the appeal. The Business Administrator shall set a time and place for a hearing on such appeal, and notice of such hearing shall be given to the applicant in the same manner as provided in § 126-12 for notice of hearing on revocation. The decision of the Business Administrator on such appeal shall be final and conclusive.

§ 126-14. Expiration and renewal of license.

All licenses issued under the provisions of this chapter shall expire December 31 of the calendar year in which they are issued. Any such license may be renewed, without payment of an additional registration fee, upon submission by the licensee of a new application in conformity with the requirements of § 126-5 or, in lieu thereof, a sworn statement setting forth all changes in the information contained in the application for the expired license which are necessary to bring the application completely up-to-date. Such new application or statement in lieu thereof shall be subject to the provisions and standards set forth in § 126-5.

§ 126-15. Prohibition against solicitation at certain residences. [Added 3-21-1988 by Ord. No. 88-1]

No peddlers or solicitors or persons soliciting on behalf of the entities set forth in § 126-4A shall solicit at any residence upon which a "No Solicitation" sign is affixed at or near the front door or which is contained on a list maintained by the township of residences not to be solicited. The Township Clerk shall provide each person securing a license or special permit with such list and shall take suitable steps to inform the residents of the township that they may be included on such list if they so choose.

§ 126-16. Violations and penalties. Editor's Note: Added at time of adoption of Code (see Ch. 1, General Provisions, Art. III).

Penalties for violation of this chapter shall be as provided in Chapter 1, General Provisions, Article II, Penalty, § 1-3.