

TOWN OF GUERNSEY
BUSINESS LICENSE APPLICATION

TYPE OF BUSINESS LICENSE:

ATTACH THE FOLLOWING:

If filing as a non-profit applicant requesting the fees to be reduced, written letter addressed to the Mayor of the Town of Guernsey stating non-profit status and request for reduced fee.

Written approval from private property owner indicating permission setup pr activity to be conducted upon the property (must include address or description of the proposed premises, and signature and phone number of the property owner).

APPLICANT NAME: _____

ADDRESS/CITY/STATE/ZIP: _____

TELEPHONE #: () _____ - _____ EMAIL: _____

PROPOSED TIMES OF OPERATIONS (HOURS) _____

LOCATION OF LICENSE APPLYING FOR _____

FOR FOOD SERVICE ESTABLISHMENTS ONLY, PLEASE COMPLETE THE FOLLOWING:

PUSHCART TENT/AWNING WAGON OTHER

SIZE OF STAND:

POWER SOURCE TO BE UTILIZED (if any):

NOTE: ALL FOOD STANDS, WAGONS, PUSHCARTS MUST BE AT A "FIXED" (IMMOVABLE) LOCATION AND CANNOT IMPEDE THE FLOW OF PEDESTRIAN TRAFFIC, CONSTITUTE ANY TYPE OF VEHICULAR TRAFFIC HAZARD, OR BE CONSIDERED A HEALTH OR SAFETY NUISANCE. ALL PERSONS CONDUCTING FOOD SALES UNDER THIS LICENSE ARE RESPONSIBLE FOR MAINTAINING THE SIDEWALK, STREET, OR PREMISES ADJACENT TO ANY SALES LOCATION FREE FROM ANY RUBBISH AND/OR LIQUID WASTE RESULTING FROM THE USE OF THE PREMISES.

AFFIDAVIT/AUTHORIZATION

The undersigned applicant hereby authorizes the Town of Guernsey and its agents and employees to seek information and conduct investigations into the truth of the foregoing statements as set forth in this application, and agrees to comply fully with the rules and regulations of the Town of Guernsey, Wyoming, governing the license requested, and further declares that the foregoing information contained in this application is true and correct.

Applicant Signature

Date

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public _____

My commission expires: _____

APPROVALS:

The Mayor and Clerk/Treasurer will provide written approval only after the Town of Guernsey Building Inspector has reviewed, inspected and approved location (if applicable).

_____	_____
Building Inspector	Date
_____	_____
Mayor, Town of Guernsey	Date
_____	_____
Clerk/Treasurer	Date

FOR USE BY CITY CLERK'S OFFICE:

BY: _____

M/R # _____ FEE PAID \$ _____ DATE PAID: _____ DATE ISSUED: _____

COMMENTS: _____

GENERAL INFORMATION

The purpose of this chapter of licensing and regulating certain types of businesses and events held within the town is to protect the health, safety and general welfare of those receiving goods and services, and to provide uniform regulations for the providers of goods and services. The provisions of this chapter are pursuant to authority granted cities and towns under Wyoming Statutes 15-1-103(a)(xiii). The provisions of this chapter govern every occupation or business specified except where the ordinances of the town provide more specific regulations and requirements for the business or activity for which a license or permit is issued.

The mayor or town council may suspend or revoke a license or permit when the licensee or permittee commits one or more of the following:

- A. A violation of any provision of this chapter;
- B. A violation of any ordinance provision relating to health and safety;
- C. Securing any license or permit by fraud or misrepresentation, to specifically include false or incorrect information on the license or permit application form. (Ord. 06-02-001, 4-4-2006)

For the purpose of this chapter, the following types of business and event activities are identified and may include more specific regulations contained elsewhere in this code or other ordinances per type of business, activity or event:

Amusement:

A. Circuses and carnivals. The license fee for conducting a circus or carnival shall be one hundred dollars (\$100.00) per day. The permissible hours of operation for every circus, carnival or exhibition conducted within the town will be daily from eleven o'clock (11:00) A.M. to twelve o'clock (12:00) midnight.

Auctioneer. The license fee for conducting as an auctioneer shall be fifty dollars (\$50.00). Applicants must also file with the town clerk a surety bond in favor of the town in the amount of one thousand dollars (\$1,000.00). Licensees will render true and strict accounts of sales to any person employing them; will not practice any fraud or deceit upon bidders or purchasers of property at any auction sale, or permit any person in their employ to practice any such fraud or deceit; and will pay all damages which may be sustained by any person by reason of any fraud, deceit, negligence or other wrongful act on the part of the licensee, his or her agent or employees in the conduct of any action or in the exercise of the calling of auctioneer. A liability insurance policy issued by an insurance company authorized to do business in the state which conforms to the above requirements may be permitted in lieu of a bond.

Body art establishments and operations:

A. The license fee for a body art establishment shall be one hundred dollars (\$100.00) per year.

B. The license fee for a temporary body art establishment shall be fifty dollars (\$50.00) per fourteen (14) day period or portion thereof.

Food service establishments (temporary vendors). The license fee for conducting a temporary food service establishment shall be ten dollars (\$10.00) per year per location.

Temporary/transient merchants; door to door solicitors. The licensing fee for a temporary or transient merchant license for a fourteen (14) day period will be seventy five dollars (\$75.00); the licensing fee for a comprehensive temporary or transient merchant license will be two hundred seventy five dollars (\$275.00) per year. Home maintenance solicitors must also file with the town clerk a liability insurance policy issued by an insurance company authorized to do business in the state which conforms to the above requirements and may be permitted in lieu of a bond. (Ord. 06-02-001, 4-4-2006)

Each person required to obtain a license or permit under provisions of this chapter shall obtain and submit an application to the clerk-treasurer. The applicant must provide all information requested on the form for each particular type of license or permit sought, including the applicant's name, business and/or event name, location or street address where the business and/or event will be conducted. All applications must be signed by the applicant as being true and correct.

No business applicant shall be licensed or permitted, or conducted from any location unless the same is in compliance with the provisions of the town's zoning ordinance.

Supporting or additional documentation may be required prior to issuance of any license or permit. The clerk-treasurer must approve all bonds or proof of insurance required as a condition to the issuance of a license or permit.

The initial and renewal fee for each license and permit required shall be set forth for that particular type of business and/or event. No license or permit will be issued until the fee has been paid, and no license will be granted for an amount less than the stipulated fee. Unless otherwise specified in this chapter or by other ordinance, the initial and renewal fee for every license and permit issued pursuant to this chapter will be twenty five dollars (\$25.00).

No fee will be refunded once the license or permit is issued.

All applications for initial licenses and permits for the operation of a specific business or event, or for a location not previously utilized for such business and/or event, must be approved by the governing body prior to issuance by the clerk-treasurer. (Ord. 06-02-001, 4-4-2006)

The holder of every business and/or event license or permit issued under this chapter, or other ordinance of the town, shall at all times display the license and permit prominently in the business or at the site of the event. Each person who is licensed under this chapter to work at any specified occupation shall be in possession of a current license or permit at all times while engaged in such work. (Ord. 06-02-001, 4-4-2006)

Licenses and permits are personal privileges to the person to whom they are issued, but may be transferred by completing an application provided by the clerk-treasurer. If required by the clerk-treasurer, a transfer request may require written proof of the assignment. All transfer of ownership applications should be filed within thirty (30) days of the sales or assignment of the business.

A fee of fifteen dollars (\$15.00) will be assessed for each transfer of ownership application filed. Upon approval of the transfer application, a new license will be issued to be effective for the balance of the existing licensing term. (Ord. 06-02-001, 4-4-2006)

Each business license and permit issued entitles the licensee or permittee to operate only in the location described in the license or permit. Should any licensee or permittee desire to move to a different location, a formal request for such change shall be made on forms provided by the clerk-treasurer.

A fee of fifteen dollars (\$15.00) will be assessed for each transfer of location request. (Ord. 06-02-001, 4-4-2006)

The clerk-treasurer shall maintain a license and permit register, reflecting the name of each licensee and permittee, the address at which such business and/or event is conducted, the date of issuance, the type of license or permit, the fee paid and the duration of the license or permit. (Ord. 06-02-001, 4-4-2006)

All current licenses and permits issued under this chapter shall expire annually, one year from the date of issuance.

Each person licensed or permitted to engage in any annual business and/or event as outlined in this chapter must renew such license or permit prior to expiration of the current license and permit. The clerk-treasurer will provide renewal application forms. The clerk-treasurer has the authority to approve or deny an application for renewal.

If a renewal application has not been received by the clerk-treasurer prior to expiration of the current annual license or permit, the license or permit shall expire and will not be eligible for renewal. An application for a new license or permit must be submitted.

Any person who continues to operate a business without renewing a license or securing a new license as required to continue operation will be deemed to be operating without a license in violation of this chapter. (Ord. 06-02-001, 4-4-2006)

In the event the mayor or town council deems a license or permit should be suspended or revoked, the following procedures shall be followed:

- A. The licensee or permittee will be notified, in writing, by certified mail, by the clerk-treasurer at least seven (7) days prior to the action contemplated, stating the reason therefor;
- B. Upon receipt of the notice, the licensee or permittee may request a hearing. The request must be in writing and received by the clerk-treasurer within seven (7) days of receipt of the notice. Failure on the part of the licensee or permittee to request a hearing in writing within the specified time shall be deemed a waiver of the licensee's or permittee's right to request a hearing.

- C. If a hearing is requested, the licensee or permittee and other interested parties may be in attendance to present any information relative to the proposed suspension or revocation of the license or permit. The hearing, deliberations and notification of decision regarding the suspension or revocation will be conducted pursuant to the Wyoming administrative procedure act, Wyoming Statutes 16-3-101 et seq. The clerk-treasurer will notify the licensee or permittee in writing, by certified mail, of the governing body decision as the result of the hearing. (Ord. 06-02-001, 4-4-2006)

If the governing body finds that cause exists for an immediate suspension or revocation of a license or permit, an order for immediate suspension may be entered. The licensee or permittee, upon notice of suspension or revocation, may request a hearing before the governing body and the hearing will be conducted in the manner prescribed under section [2-3-10](#), "Suspension And Revocation", of this chapter. (Ord. 06-02-001, 4-4-2006)

A person who violates the provisions of this chapter will be guilty of a misdemeanor, punishable pursuant to the provisions of the general penalty of this code. (Ord. 06-02-001, 4-4-2006)