

**Application For Brookline Mobile Food**

**Before completing the following application, please carefully review the "Brookline Mobile Food Regulations" document, which includes important details about the licensing requirements.  
Contact mobilefood@brooklinema.gov or call 617-730-2203 with questions.**

Date: \_\_\_\_\_ Applicant (company name): \_\_\_\_\_

D/B/A (e.g. if food truck name is different from company name): \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Primary Contact Cell Phone: \_\_\_\_\_

Primary Contact Business Phone: \_\_\_\_\_ Primary Contact Email: \_\_\_\_\_

Name(s) of Owner(s), Partner(s) or Corporate President: \_\_\_\_\_

\_\_\_\_\_  
Mailing Address of Company: \_\_\_\_\_

Address of Vehicle Garaging (if different from above): \_\_\_\_\_

Address of Commissary (if different from above): \_\_\_\_\_

Truck License Plate State & Number: \_\_\_\_\_

Please include the following with your application, and submit all of your information by hand delivery or mail  
(to Town of Brookline Select Board's Office 6<sup>th</sup> floor Town Hall)

1. **CORI Request Form (included at the end of this application)**
2. Three letters of reference, including their phone and email contact information (to be used for license interview)
3. Sample menu of items that will be served (food and/or beverage). With each item, include:
  - Price charged
4. A color photo of your truck/cart in operation, including any freestanding signage, and dome light.
5. Proof that the truck/cart will be serviced by a mobile food commissary, or another method approved by the Brookline Health Department
6. A Certificate of Insurance of a general liability policy naming the Town as an additional insured in the amount of \$1,000,000 (unless operating on private property)
7. The required application fee of \$75.00

Do you agree to not stop in any bike lane?    \_\_\_\_ (Yes I agree)    \_\_\_\_ (No I do not agree)

**Please describe your service route and operation locations (Please note mobile food trucks can only operate for a limited time at each location)**

---

---

---

---

---

---

Size and description of the truck/cart, including any freestanding signage, seating, or furniture the vendor wishes to place outside of the truck/cart:

---

---

---

Equipment used for the truck/cart (include information about cooking or refrigeration equipment, any energy saving equipment and/or practices, generators used, size of gas tank used for cooking fuel, or other type of equipment/apparatus):

---

---

---

Information about any citation you or your operation has received due to the operation's noncompliance with any federal, state or local law, regulation, by-law, or code in the Boston metro area:

---

---

---

Description of any lighting or noise that will be emitted from the food truck during operations (e.g. evening lighting, running of engine generator, music, etc.):

By signing this application, applicants proposing to operate on public property hereby absolve the Town and its officers, employees, agents and representatives from all liability in connection with the applicant's use of Town property. By signing this application, the applicant agrees to indemnify the Town for any damage to the Town's personal and real property resulting from the applicant's use of Town property, and agrees to indemnify the Town for any expenses the Town incurs in restoring Town property to its condition prior to use (in excess of any routine cleaning and maintenance service the Town would ordinarily have performed irrespective of the use).

The undersigned affirms that he/she has the authorization to sign this application in the name of the Applicant and that the information provided in this application is complete and accurate. This mobile food operation will provide all necessary water, energy and waste handling functions without requiring the on-site use of public utilities or infrastructure.

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

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (if on behalf of an Organization)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone numbers (s)  
(24-hour contact information)

\_\_\_\_\_  
Email address(es)

### Tax Compliance Certification

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes as required under law.

\_\_\_\_\_  
\* Signature of Individual Applicant

\_\_\_\_\_  
By: Corporate Officer

\_\_\_\_\_  
\*\* Social Security# or Federal ID#

\*This license will not be issued unless this certification clause is signed by the applicant.

\*\* Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency **will be subject to license suspension or revocation.** This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

## Steps to getting your license

### Step 1

You will need to fill out the application(s) and submit it to the Select Board. Mail or hand deliver to the Select Board's Office, 333 Washington Street, 6<sup>th</sup> Floor, Brookline, MA 02445 or email to [tsouza@brooklinema.gov](mailto:tsouza@brooklinema.gov).

For restaurants, you will need to consider how many licenses you need.

- Are you serving alcohol? – You will need to follow ABCC application guidelines and must be submitted with the Brookline application(s). You may also need an Alternate manager.
- Is there seating or is it take out? You will need either a Common Victualler (CV) or Food Vendor license.
- Will you be providing any entertainment like televisions and/or music in the background? You will need an entertainment license. No extra cost for this license.
- Will there be outdoor seating? – The numbers will affect the CV price.

For Non-restaurants, please contact Building Department to confirm the space is zoned for your type of establishment

The process does not start until you have a **COMPLETE** application. What this means is that if anything is missing from the backup that is required or on your application, it will not be processed.

### Step 2

A few days after submitting the complete application(s) you will need to reach out to other departments in Brookline Town Hall. Call each department to notify them that you are opening a new business. Depending on your business type, you may or may not need other licenses from those departments.

- Business Certificate – Town Clerk's Office 617-730-2010
- Building Permits and Certificates – Building Department 617-730-2100
- Fire Permits – Fire Department 617-730-2270
- Food Permit – Health Department 617-730-2300
  - Do not confuse this with a Food Vendor License
- Planning Department – To go over requirements for storefront signage. 617-730-2103

### Step 3

*You may be required to submit a legal ad and notify the abutters within the legal timeframe of the hearing. – Which is 10 days prior to hearing.*

You have now submitted the application. This application will be circulated among various departments for them to review. A review memo will be required of the departments regarding the business prior to Select Board approval. This is an internal process.

These licenses require a hearing. This gives the Select Board the opportunity to meet you and ask any pertinent questions about your business. This also allows the public to speak in favor or against this application. The licensing hearings are scheduled once a month on the third Tuesday of the month. The

paperwork is due by the third Thursday of the previous month. For ex. Complete paperwork due by Feb 18, 2021 for the March 16, 2021 hearing. Summer schedule may vary.

During the pandemic, this will be a virtual hearing using Zoom or in person. You will be able to obtain the hearing link on the Town's website by the Friday prior to your hearing.

In the future, this may return to an all in-person hearing, which will be conducted in the hearing room at Brookline Town Hall on the sixth floor. Meetings typically start around 5:00pm.

#### Step 4

You now have to attend a licensing hearing. You received an approval from the Select Board. If the Board voted contingent upon the completion of what they require then you are not approved until the request has been met.

You will **NOT** be permitted to open the business until:

- You have provided a copy of the Certificate of Occupancy, Inspection or Use from the building department to the Select Board's office.
- You have received your final inspections from the Building, Health and Fire Departments.
- You have received approval from the Alcohol Beverages Control Commission (ABCC) *alcohol only*.
- Paid for license(s).
- Picked up your license from the Select Board's Office.

You have now received your license. Display this license where it can be seen by the public.

**You are not cleared to operate  
until you return to  
the Select Board's Office  
to pick up and pay for your  
license**