



**City of Cambridge
Community Development Department
Food Truck Pilot Program**

PROGRAM APPLICATION FORM

Note: Interested applicants will need to obtain and submit
all required permits and licenses prior to vending. See
Eligibility Criteria for more information.

Updated October 2018

APPLICANT INFORMATION

1. Applicant's Name: _____
Corporate Name: _____
Doing Business As (d.b.a.): _____
Owner's Name: _____
Business Address: _____
Mailing Address: _____
2. Telephone Number(s): _____
3. E-mail: _____
4. Website: _____
5. Is the owner, or are the corporate officers, residents of Cambridge? ___ YES ___ NO
6. How many years has your food business been in operation? _____
7. Is your food truck currently licensed and permitted in Cambridge? ___ YES ___ NO
8. If yes to 7 above, what is your license number? _____

Note: A licensed and permitted truck in Cambridge will already have the following:

- Valid State of Massachusetts Hawkers & Peddlers License
- Valid City of Cambridge Hawkers & Peddlers License (License Commission)
- Valid City of Cambridge Mobile Food Truck Permit (Inspectional Services Dept.)
- Valid City of Cambridge Fire Department Inspection sticker

9. If yes to 7 above, where is your food business currently licensed and permitted to operate in Cambridge?

10. Food Truck Pilot Program Locations of Interest

Check all the shifts that you are interested in. Blank schedules will not be accepted. Please note, space is limited and some locations may already be fully subscribed. For questions about shift availability, or the status of any shift requests submitted after the application deadline (November 30, 2017), please contact CDD staff noted at the bottom of this application.

April 2018 to April 2019

| | Cambridgeport | Central Square | North Point |
|-----|------------------------|--|------------------------|
| * | Weekdays 10am – 3pm | Thu, Fri & Sat Nights 8pm – 12am | Weekends 10am – 6pm |
| Mon | | N/A | N/A |
| Tue | | N/A | N/A |
| Wed | | N/A | N/A |
| Thu | | | N/A |
| Fri | | | N/A |
| Sat | N/A | | |
| Sun | N/A | N/A | |

* Times include ½ hour of setup and breakdown. Also, please note that food trucks may only be present and vend in the designated spaces during the designated times, and the food trucks must be removed at the end of each shift.

11. Food Truck information and supporting documents required at time of submission for Food Truck Pilot Program:

- ☐ A. Food Truck License Plate Number (can list up to 2).
 - a) _____
 - b) _____
- ☐ B. Copy of Menu for each food truck (use Notes to tell us if, and how frequently, your menu will change during the Pilot).
 - a) Notes: _____
- ☐ C. Copy of Certificate of Insurance showing active dates. *An updated Certificate of Insurance showing the requirements set forth under the Eligibility Criteria in the Guidelines Section will be required prior to vending.*
- ☐ D. Copy of the National Restaurant Association ServeSafe Certification.
- ☐ E. Copy of Commissary Kitchen Health Inspection (for restaurant kitchens located in Cambridge, this will be issued by the Inspectional Services Dept., and for commissary kitchens located in a different municipality, a valid inspection certification from that municipality is required).

12. Please describe your food business's method for dealing with customer waste; do you provide a trash/recycling cans and perform regular sweeps of vending area?

13. Is your food business one or more of the following:

- ☐ A. A minority-owned business
- ☐ B. A women-owned business

14. Does your food business have one or more of the following:

- ☐ A. A brick and mortar business inside Cambridge
 - a) Number of locations: _____
 - b) Address(es): _____
- ☐ B. A brick and mortar business outside Cambridge
 - a) Number of locations: _____
 - b) Address(es): _____
- ☐ C. A vendor at another regularly occurring outdoor venue (e.g. the Cambridge Redevelopment Authority Food Truck Program)
 - a) Name of other venue(s): _____

Note: You do not already need to be permitted to operate a food truck in Cambridge to apply. However, prior to being issued a permit allowing the food truck to vend, you will need to obtain all required permits and licenses. See the Timeline in the Food Truck Pilot Guidelines for an example of the 2018 process.

CERTIFICATION

The undersigned hereby represents and certifies to the best of his/her knowledge and belief, and under the pains and penalties of perjury, that the information contained on this statement and any exhibits or attachments hereto are true and complete and accurately describe the proposed project, and the undersigned agrees to promptly inform the City of Cambridge Community Development Department of any changes in the proposed project which may occur.

Print Applicant's Name

Applicant's Signature

Date

Print Food Business Owner's Name

Tax ID #

Food Business Owner's Signature

Date

RETURN COMPLETED APPLICATION

Deliver, Mail, E-mail or Fax Completed Application to:

Economic Development Division
Cambridge Community Development Department
344 Broadway, 3rd Floor
Cambridge, MA 02139

Inquiries may be directed to:

Christina DiLisio, Associate Economic Development Specialist

Telephone: (617) 349-4601

FAX: (617) 349-4638

E-mail: cdilisio@cambridgema.gov

www.cambridgema.gov/foodtruckpilot