



**City of Cambridge  
Community Development Department  
2019 Food Truck Program**

**PROGRAM APPLICATION FORM**

Note: Interested applicants will need to obtain and submit all required permits and licenses prior to vending. See Eligibility Criteria in the Food Truck Program Guidelines for more information.

*Updated January 2019*

**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

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

- Valid City of Cambridge Hawkers & Peddlers License (License Commission)
- Valid City of Cambridge Mobile Food Truck Permit (Inspectional Services Dept.)

8. If yes to 7 above, where is your food truck business currently licensed and permitted to operate in Cambridge? List all locations in Cambridge, whether on public or private property.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Did your truck vend in the Cambridge Food Truck Pilot?     \_\_\_ YES \_\_\_ NO

10. If yes, would you like your same shift from last year? \_\_\_\_\_ YES \_\_\_\_\_ NO

*Note: Preference will be given to trucks 2 years old and younger and pending available space.*

**11. Food Truck 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 (February 22, 2019), please contact CDD staff noted at the bottom of this application.

**2019 Season (May 1, 2019 – April 30, 2020)**

	<b>Cambridgeport</b>	<b>Central Square</b>	<b>North Point Park</b>
*	Weekdays Mon – Fri, 10am – 3pm	Weekend Nights Thu – Sat, 8pm – 12am	Weekend days Sat & Sun, 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 30 minutes of setup and breakdown. 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.

**12. Food Truck information and supporting documents required at time of submission:**

- 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 Permit (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 permit from that municipality is required).
- F. Copy of Doing Business As (DBA) Certificate from the State of Massachusetts.

**13. 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?**

\_\_\_\_\_

**14. Does your food business self-identify as one or more of the following:**

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

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

A brick and mortar business inside Cambridge? \_\_\_\_ Y \_\_\_\_ N

- Number of locations: \_\_\_\_\_
- Address(es): \_\_\_\_\_

A brick and mortar business outside Cambridge? \_\_\_\_ Y \_\_\_\_ N

- Number of locations: \_\_\_\_\_
- Address(es): \_\_\_\_\_

Note: You do not already need to be permitted to operate a food truck in Cambridge to apply. However, prior to being issued a Traffic, Parking & Transportation permit allowing the food truck to vend, you will need to obtain all required permits and licenses from the City of Cambridge. See the Timeline in the Food Truck Program Guidelines.

***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, 3<sup>rd</sup> 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](mailto:cdilisio@cambridgema.gov)

[www.cambridgema.gov/foodtruckpilot](http://www.cambridgema.gov/foodtruckpilot)