



Dear Applicant:

Thank you for your interest in conducting business in the Town of Holly Springs. In order for us to help safeguard our residents from unscrupulous marketing scams, the Town of Holly Springs requires all companies who solicit business by going door-to-door, including those whose activity is limited to leaving promotional / advertising materials, to register with the Town.

Enclosed is a summary of the Town's ordinance on door-to-door sales and a copy of the actual application. The fee is \$25 and the turn-around time is between 5 and 7 business days. Follow these easy steps:

1. Know the Rules and Send in Application -- Complete the application (one application may be used for up to 10 employees) and email, mail, or bring it to the address on this letterhead, together with a copy of the front and back of the driver license of state-issued ID for each applicant listed above.

2. Application Review -- The Police Department will process the application, usually within 5 to 7 business days. The Town Clerk's office will notify you by phone, email or mail when your permit(s) have been approved or denied.

Once approved, your permit(s) will be valid for up to 12 months. Permits should be picked up from the Town Clerk's office in person, and permit holders will be required to pay the application fee of \$25 for each application submitted.

3. Go to Work, Politely -- Once you have obtained your solicitor's permit(s) you may begin conducting door-to-door activities in Holly Springs. And, we will thank you for observing hours of operation noted in the ordinance and courteous, professional behavior toward our residents.

4. Be Neat -- If your activities involve leaving advertising literature - please be mindful of how you affix your materials so that windblown litter or damage to house paint caused by tape do not continue to be problems in our neighborhoods.

If you have any questions about this packet of information, please feel free to call me at (919) 557-3900.

Sincerely,

Linda C. McKinney
Town Clerk

Town of Holly Springs, Office of the Clerk

P.O. Box 8 • 128 S. Main St. • Holly Springs, NC 27540 • (919) 557-3900 • linda.mckinney@hollyspringsnc.gov • www.hollyspringsnc.gov

Town of Holly Springs, N.C.

Solicitors / Peddlers Ordinance Rules & Procedures

Please read this information carefully and share with each person in your group. Failure to comply with the following rules may result in the revocation of your permit(s) and by any or both of the following ways as provided by law:

1. A violator can be charged with a Class 3 Misdemeanor and fined up to \$100 or imprisoned for up to 20 days.
2. A violator may be cited for each offense, and each citation would carry a \$100 penalty.

According to Chapter 4, Article 5 of the Town of Holly Springs Town Code, the following rules apply to any persons soliciting in Holly Springs:

Permit Information:

1. Applicant must purchase a surety bond (in the total penal amount of \$5,000) from an insurance company covering the applicant and any agents, employees or other persons who would be conducting business under the permit. Beneficiary of the bond would be the Town of Holly Springs, and such bond would be for the use and benefit of all persons who may make any purchase or give any order to an applicant or agent or employee of the applicant. The bond shall be in effect for 180 days from expiration of the permit.

If applicant works for a bonded company, a certificate of insurance from that company will suffice.

This requirement does not apply to solicitors who (a) provide immediate delivery of goods and (b) who do not use product demonstrations that may cause damage to property AND (c) who do not use an off-road vehicle such as a push-cart or bicycle in conducting sales.

2. A permit issued by the Town Clerk's Office is required **BEFORE** applicants can begin going door-to-door. Apply at the Holly Springs Town Clerk's Office in Town Hall, 128 S. Main Street, for a permit to conduct business in the Town of Holly Springs as a solicitor. The cost to apply is \$25 and is payable upon receipt of permit approval, if an application is approved. **Permits are generally issued within five (5) business days of application.**

3. Permits expire whenever the earliest of the following events occurs: 12 months; or when *any* information contained on the application changes. In the event any information changes, a new application must be filed and applicable fees paid.

4. Any representative of the Holly Springs Police Department may revoke a permit when there is a reasonable factual basis that doing so would be in the best interest of the health, safety, welfare and morals of the public.

5. A permit is not transferable to another person.

Multiple Users:

1. A single permit may be used by the applicant and up to 9 other people, provided the names of the other permit holders are named on the face of the permit.

2. If there are more than 10 total users, additional original permits would be required and the non-refundable application fee of \$25 would be charged for each application processed; however, only a single surety bond and a single privilege license would be required.

3. The applicant should carry the original, and each other person in the group must carry a duplicate original or a *Certified Copy of the Original Permit*, certified by the Town Clerk.

4. Each person in the group must possess (and produce) a driver's license or other state-issued photo identification. Each person must carry such identification at all times while engaged in business. Photo ID issued by a private company or organization will not be accepted as a substitute.

5. A permit or certified copy of the original permit is not transferable.

Prohibited Acts:

1. Solicitors may not enter upon on any premises marked with "No Solicitors" or other such similar signage or indication that solicitors are uninvited.

2. It is unlawful to fail to display an original or certified copy of the permit upon demand of a police officer or at the request of a citizen.

3. No soliciting may take place before 9 a.m. or after 6 p.m. Monday through Saturday.

4. No soliciting may take place at any time on Sunday.

Town of Holly Springs, N.C.

Solicitors / Peddlers Permit Application

Please type or print

IMPORTANT INFORMATION ABOUT THIS DOCUMENT

ALL INFORMATION CONTAINED ON THIS APPLICATION WILL BE DEEMED A PUBLIC RECORD AND WILL BE SUBJECT TO INSPECTION OF ANY CITIZEN REQUESTING ACCESS TO THE INFORMATION, PURSUANT TO THE PUBLIC RECORDS LAWS OF THE STATE OF NORTH CAROLINA.

(Please Print) Name of Applicant: _____ Applicant's Phone: () _____	Address of Applicant: _____ _____ _____
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Name and Address of Principal, Company or Employer Represented, if Applicable:

Phone: () _____

Description of Goods or Services: _____ _____	Applicant Intends To: <input type="checkbox"/> Receive full payment for goods or services to be provided immediately. <input type="checkbox"/> Receive full payment for goods or services to be provided in the future. <input type="checkbox"/> Receive deposit for goods or services to be provided in the future with balance due thereafter. <input type="checkbox"/> Take orders with no payment or deposit until delivery of goods or services.
Area(s) of Town to be affected: <input type="checkbox"/> All <input type="checkbox"/> Residential only <input type="checkbox"/> Commercial only	Applicant Is: <input type="checkbox"/> Independent, selling own product or inventory <input type="checkbox"/> Agent of a marketing company <input type="checkbox"/> Paid sales employee of company / manufacturer / service provider

Complete Physical Description of Applicant: Height: _____ ft. _____ in. Weight: _____ lbs. Sex: _____ M _____ F Race: _____ Date of Birth: _____ / _____ / _____	Vehicle / Method of Transportation Description: Description of vehicle or method of transportation applicant intends to use for business purposes while in the Town: _____ Color(s) of Vehicle: _____ License Plate #: _____ State: _____ Year, Make, Model: _____ Driver's License #: _____ State: _____ (Or.) State-Issued Photo I.D. # _____ State: _____
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Town of Holly Springs Code Chapter 4, Article 5 restricts the hours and days for soliciting to:
9 a.m. to 6 p.m. Monday through Saturday.
No soliciting is allowed at any time on Sunday.

Statement of Schedule:
 Applicant intends to carry on business within Holly Springs from (date) _____ through (date, no more than 12 months) _____, but only during the hours and on the days allowed by Town of Holly Springs Ordinance, as stated above.

Statement of Criminal History:

Have you ever been convicted of a criminal offense?	Yes	No		
Has your manager/supervisor ever been convicted of a criminal offense?	Yes	No	Don't Know	Don't have manager
Has your employer ever been convicted of a criminal offense?	Yes	No	Don't Know	Don't have employer

If you answered "Yes" to any of the questions above, provide the following additional information:

Name of person convicted: _____ Nature of offense, if known _____
 Punishment assessed: _____ When did offense occur? _____
 Where did offense occur? _____

List all persons (up to 10 per permit), other than yourself, who would be engaged in soliciting in your behalf:

Name: _____	Birth date: _____ / _____ / _____	I.D.# and State: _____
Name: _____	Birth date: _____ / _____ / _____	I.D.# and State: _____
Name: _____	Birth date: _____ / _____ / _____	I.D.# and State: _____
Name: _____	Birth date: _____ / _____ / _____	I.D.# and State: _____
Name: _____	Birth date: _____ / _____ / _____	I.D.# and State: _____
Name: _____	Birth date: _____ / _____ / _____	I.D.# and State: _____
Name: _____	Birth date: _____ / _____ / _____	I.D.# and State: _____
Name: _____	Birth date: _____ / _____ / _____	I.D.# and State: _____
Name: _____	Birth date: _____ / _____ / _____	I.D.# and State: _____

* "I.D. # and State" can be a driver's license number or a State-issued photo identification card number. It is REQUIRED. Include a photocopy of the front and back of the ID for each person listed above.

FOR OFFICE USE ONLY:

- The applicant and all agents have presented driver's licenses or other state-issued photo identifications.
- The application is deemed complete, and applicant has sworn to [or affirmed] that its content is truthful.
- The applicant has paid a fee of \$25, payable to the Town of Holly Springs, for processing of this application.
- The applicant has furnished a surety bond, to be in effect for 180 days from expiration of this permit, in the penal amount of \$5,000 to the Town, if applicable.
- The applicant has paid a \$1 fee for each certified copy of the permit issued under this application.
- The applicant has been provided a copy of the Rules and Procedures for solicitors and peddlers.

Signature of Authorized Department of Public Safety Official

Date

Permit Is Approved. **Permit Number:** **Issue Date:** **Expiration Date:**

Permit Is Denied. **Reason(s) for Denial:**