

LANCASTER TOWNSHIP BOARD OF SUPERVISORS
1240 MAPLE AVENUE, LANCASTER, PENNSYLVANIA 17603
Phone (717) 291-1213 | Fax (717) 291-6818 | www.twp.lancaster.pa.us

Canvassing/Solicitation Permit - Policies & Procedures

Anyone canvassing or soliciting in Lancaster Township
MUST secure a Permit from the township office
BEFORE canvassing or soliciting begins.

Policies:

1. A permit must be secured **BEFORE** any canvassing/solicitation begins.
2. Canvassing and solicitation **shall only occur** within the township during the following hours:
Monday to Friday from 5:00pm to 8:00pm; Saturday and Sunday from Noon to 8:00pm
3. Canvassers must obey all federal, state, county, and local laws.
4. All canvassers will conduct themselves in a polite and courteous manner at all times. **No "hard-sell" tactics will be tolerated.**
5. The signed permit must be carried while canvassing and must be presented upon request.
6. All canvassers must carry a photo ID at all times while canvassing.
7. Any infraction or violation of any part of these policies will result in the immediate revocation of the permit issued. If revoked, all canvassing/solicitation will cease and desist accordingly. Any future requests for permits will not be accepted.
8. **Failure to secure the required permit could result in a \$500 fine for each violation.**

Application procedures:

1. The business (applicant) must apply for a permit "in advance" of the intended start date.
2. The business name, address and contact information must be provided.
3. The supervisor in charge name, address and contact information must be provided.
4. A list of all canvassers must be provided, including names and addresses. A copy of all canvassers' photo ID must be attached to application, and all canvassers must carry a photo ID while canvassing.
5. The name and contact information of the person who will pick up the permit when it is ready must be provided.
6. An explanation of the purpose of the permit, brief description of goods or services being marketed, and method of marketing (e.g. door-to-door) must be provided.
7. The method of transportation must be identified, including the make and model of the vehicle and license plate number.
8. The dates and route(s) where canvassing will occur must be furnished.
9. Application must be signed and dated.
10. Complete, sign and submit the Insurance Waiver Release with the application.
11. Following receipt of all required information, the township manager will review and approve or deny the request. The applicant will be notified of decision. If approved, a permit will be issued and signed and the applicant will be contacted.

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Application for Canvassing/Solicitation Permit
(Requirement of Lancaster Township Codified Ordinances)

Fill-in form or print legibly. Boxes highlighted in **Red** are required.

Name of Business: _____ Website: _____

Business Address: _____ City: _____ State & Zip: _____

Business Telephone: _____ Business Fax: _____

Business Contact: _____ Phone: _____ Email: _____

Supervisor in Charge: _____ Phone: _____ Email: _____

Address: _____ City: _____ State & Zip: _____

Name, Address, Copy of Photo ID of ALL Canvassers is Required - attach add'l sheet if necessary.

Name:	Address:	City:	State & Zip:
Name:	Address:	City:	State & Zip:
Name:	Address:	City:	State & Zip:
Name:	Address:	City:	State & Zip:

Contact for pickup of permit is same as: Business Contact Supervisor in Charge **Or complete below:**

Name: _____ Phone: _____ Email: _____

Purpose of Permit:
(New business, Sales, Fundraiser, etc.)

Goods/Services being marketed:

Method (e.g. door-to-door):

Method of Transportation (*vehicle make & model*): _____ Plate#: _____

Start Date (*m/d/y*): _____ Finish Date (*m/d/y*): _____ Rain Date (*m/d/y*): _____

Route:

I understand the policies listed below:

Applicant Signature (*Print & Sign Form*) _____ Date _____

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Canvassing/Solicitation Permit

Insurance Waiver Release

I, _____ the undersigned representative of _____

am providing Lancaster Township with this completed Insurance Waiver Release form as assurance that Lancaster Township is released from any and all liabilities connected with this Canvassing/Solicitation Permit (if approved) which will begin on _____ and end on _____.

Insurance coverage for this Canvassing/Solicitation Permit, which covers all parties involved, is provided by:

Insurance Company:

Address:

Policy Number:

Contact:

Telephone:

Applicant Signature (*Print & Sign*)

Title (if applicable)

Date