



APPLICATION FOR DOOR-TO-DOOR ADVERTISING LICENSE

LICENSE FEE: \$50.00 APPLICATION DATE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS PHONE NUMBER: \_\_\_\_\_

RESPONSIBLE PERSON: \_\_\_\_\_

RESPONSIBLE PERSON ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

RESPONSIBLE PERSON PHONE NUMBER: \_\_\_\_\_

RESPONSIBLE PERSON BIRTH DATE: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

I (AM) (AM NOT) 21 YEARS OF AGE OR OLDER.

I (HAVE) (HAVE NOT) WITHIN 5 YEARS IMMEDIATELY PRECEDING THE DATE OF APPLICATION, BEEN CONVICTED, UNDER SENTENCE, OR ON PROBATION FOR ANY CRIME INVOLVING THE FOLLOWING:

- OFFENSES INVOLVING MORAL TURPITUDE.
OFFENSES INVOLVING ILLEGAL ENTRY OR THEFT FROM A BUILDING.
A SEX OFFENSE.

DESCRIBE NATURE AND DETAILS OF OFFENSE, CONVICTIONS, ETC:

APPLICANTS INVESTIGATION INFORMATION FOR LICENSE APPLICATIONS:

EVERY PERSON EMPLOYED BY THE LICENSE IN DOOR-TO-DOOR DELIVERY OF ADVERTISING MATERIAL MUST FILL OUT THIS PAGE. IT IS THE DUTY OF THE LICENSEE TO KEEP THE EMPLOYEE LIST UPDATED.

CERTIFICATE OF INSURANCE:

A COPY OF THE BUSINESS'S CERTIFICATE OF LIABILITY INSURANCE MUST BE SUBMITTED WITH THE APPLICATION.

I HEREBY CERTIFY THAT THE STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND CORRECT AND THAT ALL BUSINESS OPERATIONS CONDUCTED UNDER SUCH LICENSE WILL BE IN COMPLIANCE WITH THE CODE OF ORDINANCES OF THE CITY OF GREAT BEND, KANSAS.

SIGNATURE OF APPLICANT \_\_\_\_\_

STATE OF KANSAS, COUNTY OF BARTON SS.

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

NOTARY SEAL:

NOTARY PUBLIC SIGNATURE: \_\_\_\_\_

--CITY OFFICE USE ONLY--

APPROVED/DENIED

LICENSE #: \_\_\_\_\_ ISSUED: \_\_\_\_\_ EXPIRES: \_\_\_\_\_

CITY CLERK SIGNATURE: \_\_\_\_\_



## CHAPTER 5.38 - DOOR-TO-DOOR ADVERTISING

### Sec. 5.38.010. - License

- *Required.* No person shall engage in or carry on the activity of door-to-door advertising as set out in [section 8.01.010](#) unless such person has a current license issued pursuant to this chapter and the provisions of [chapters 5.04](#) and [5.08](#).
- *Application.* Application for a door-to-door advertising license shall be made upon a form provided by the city clerk and in accordance with the application procedures and the license fee required by the master fee schedule established pursuant to [section 3.00.010](#) and the requirements of this chapter. Such application shall disclose all information required to determine approval thereof. The completed application and fees required to be provided therewith shall be submitted to the city clerk a minimum of ten days, Saturdays and Sundays excluded, prior to a regular meeting of the city council.
- *Approval.* The city clerk shall examine such application and, if all information required has been provided, shall refer such application to the police chief for investigation of the applicant's background and filing of a written report, including a recommendation for approval or disapproval. Upon completion of all necessary investigations and receipt of the written reports, the city clerk shall submit the application and reports to the city council at the next regular meeting for approval or disapproval thereof.
- *Issuance.* A license shall be issued by the city clerk after approval thereof has been granted by the city council. Such license shall be issued in accordance with the provisions of this chapter and [chapters 5.04](#) and [5.08](#).

### Sec. 5.38.020. - Applicant qualifications

- No license shall be issued to:
  1. Any person who is under 21 years of age.
  2. Any person who, within five years immediately preceding the date of making application, has been convicted, is under sentence, or is on probation for a crime involving offenses involving moral turpitude, offenses involving illegal entry into or theft from a building, or a sex offense.
- Upon conviction of a licensee of any of the crimes specified in subsection (a)(2) of this section, such license shall automatically be revoked.

### Sec. 5.38.030. - Employees to be listed

- The names of all employees who shall be employed by the licensee in door-to-door delivery of advertising material shall be on file with the city clerk. It shall be the duty of the licensee to keep such list updated.

### Sec. 5.38.040. - Littering prohibited

- The licensee, or the licensee's employees, shall conduct the business for which they are licensed hereunder in such a manner to control the material delivered so it does not become litter or in any way a nuisance to the neighborhood.

### Sec. 5.38.050. - Insurance required

- General public liability insurance shall be maintained in full force and effect during the term for which the license is issued. The minimum amounts of general public liability insurance shall be not less than \$100,000.00 each occurrence for bodily injury and \$50,000.00 each occurrence for property damage, or a combined single limit of \$100,000.00.

### Sec. 5.38.060. - License suspension or revocation

- When written complaints are filed with the city clerk or the city administrator specifying the details of any failures of the licensee to comply with the provisions of this chapter, the city administrator shall cause an investigation to be made and a written report of such investigation shall be submitted to the city council for action thereon. If the city council determines that the violations as stated in such report may be cause for revocation or suspension of such license, the city council shall set a date for hearing on such revocation or suspension and give notice, in writing, mailed not less than seven days prior to the date set for hearing, to the licensee at the licensee's address as shown by the records of the city. Failure of the licensee to receive notice shall not be a condition preventing the city council from making a final decision on such revocation or suspension.

Full Code of Ordinances for CHAPTER 5.38 - DOOR-TO-DOOR ADVERTISING can be found under the Business page of the City of Great Bend website.

## **Chapter 5.04 – BUSINESS LICENSES GENERALLY**

### **Sec. 5.04.140. - Expiration; notice to police chief**

- Within 24 hours after any license has expired, the city clerk shall notify the police chief of such expiration, unless the same has been renewed.

### **Sec. 5.04.150. - Violation; penalty**

- Any person who shall conduct or pursue any occupation, business, trade or profession for which a license is required by this chapter, without having obtained such license, shall be deemed to do so unlawfully, and for such violation, shall be deemed guilty of a misdemeanor and upon conviction or a plea of guilty, shall be punished for each offense by a fine in the amount set out in the master fee schedule established pursuant to for each offense. Each day that any business, occupation, trade or profession is conducted without the license shall constitute a separate offense. Any person failing, neglecting or refusing to comply with any provision of this chapter shall likewise be guilty of a misdemeanor and so punishable.
- When any firm or corporation engages in any business, trade or occupation required to be licensed without first obtaining a license as required, the manager, local agent, party in charge or any employee may be arrested and charged for such violation, and either or any member of a partnership, or the party in charge of its business, shall be equally liable and subject to the penalty herein provided.

**Full Code of Ordinances for Chapter 5.04 – BUSINESS LICENSES GENERALLY can be found under the Business page of the City of Great Bend website.**

**THE BUSINESS LICENSE YEAR IS JULY 1 – JUNE 30.**

#### **NEW LICENSES**

- **COUNCIL APPROVAL IS REQUIRED FOR A DOOR-TO-DOOR ADVERTISING LICENSE.**
- **COUNCIL MEETS THE FIRST AND THIRD MONDAYS OF EACH MONTH, UNLESS IT LANDS ON A HOLIDAY THE CITY OBSERVES.**
- **NEW LICENSE APPLICATIONS MUST BE SUBMITTED NO LATER THAN NOON ON THE MONDAY OF THE WEEK PRIOR TO THE SCHEDULED COUNCIL MEETING.**
- **THE NEW LICENSE FEE RATE WILL NOT BE PRORATED BASED ON APPLICATION DATE.**

#### **LICENSE RENEWALS**

- **RENEWAL APPLICATION PACKETS ARE MAILED OUT THE LAST FRIDAY IN MARCH & DUE THE FIRST FRIDAY IN MAY.**
- **A \$15.00 LATE FEE WILL BE APPLIED TO RENEWAL APPLICATIONS RECEIVED AFTER THE FIRST FRIDAY IN MAY DEADLINE.**
- **RENEWAL APPLICATIONS ARE APPROVED BY COUNCIL THE THIRD MONDAY IN JUNE.**
- **RENEWED LICENSES ARE MAILED THE SAME WEEK THEY ARE APPROVED BY COUNCIL.**