



# TOWN OF LUDLOW

## HEALTH DEPARTMENT

488 Chapin Street  
Ludlow, MA 01056  
(413) 583-5600 ext. 1271 TEL  
(413) 583-5689 FAX



**Public Health**  
Prevent. Promote. Protect.

### Application for Annual Mobile Server

**\*Applications must be received 14 days prior to operation in the Town of Ludlow\***

**Fee: \$120.00 Annually (per truck)**

**Name of Mobile Food Vehicle:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Mailing (if different):** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Owner's Name & Phone Number:** \_\_\_\_\_

**Days and Hours of Operation & Location in Ludlow** \_\_\_\_\_

**Base of Operations Name & Address:** \_\_\_\_\_

#### **Required Documentation:**

- ☐ Copy of Food Manager Certification
- ☐ Copy of Allergen Awareness Certification
- ☐ Full menu of all items offered
- ☐ Proof of establishment/commissary/leased kitchen (permit, license, or recent inspection report)
- ☐ Copy of your license from the town/city where the food is prepared
- ☐ Copy of the latest inspection report
- ☐ A sketch or photo of the floor plan for your mobile truck/trailer

**\*\*All Ice Cream Trucks must be registered with the Ludlow Police Department. Please contact 413-583-8305 for the application process.**

**\*\*\*Any Food Truck that carries more than 42 lbs of propane, must have a current Propane Permit issued by Ludlow Fire Department. Please contact 413-583-8332 to apply for permit.**

**\*\*\*\* Incomplete permits will not be reviewed; please ensure you have submitted all necessary documentation.**

An inspection must be conducted prior to permit issuance. Please contact the Health Department to schedule a pre-operational inspection. Only food trucks that have been inspected may operate in the Town of Ludlow, please ensure fees are paid and pre-operational inspections are conducted for every food truck operated in the Town of Ludlow.

Permit must be on-site during operation in the Town of Ludlow.

The Health Department must be informed of when you are conducting business in the Town. An inspection may be conducted at any time you are operating in the Town.

Please contact the Health Department with any questions.

I hereby certify by signing this application that I am an owner or officer of the above business, and all the information provided is true and correct. I agree to comply with the applicable rules and regulations (105 CMR 590.000). I agree to allow the Health Department, or its agents, access to the establishment to provide all required information. I agree to pay all appropriate fees at the time of application submittal.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**For Official Use Only**

Date:\_\_\_\_\_ Fee Paid: \$\_\_\_\_\_ Check #:\_\_\_\_\_ Permit #:\_\_\_\_\_

Date of Review: \_\_\_\_\_

Reviewed by: \_\_\_\_\_