



GLOUCESTER TOWNSHIP
— JOIN THE EXCITEMENT —

**TOWNSHIP OF GLOUCESTER
HIGHWAY USE APPLICATION**

This packet is utilized for the following applications:

1. Parade/Roadway Charitable Solicitation Application including Hoagie Sales, Coin Drops, Candy Sales, etc.
2. Block Party Application
3. Dumpster/Container Application Along Roadway
*Please contact the Zoning Official for the placement of a dumpster or container on a residential driveway/property

Please review and fill out the appropriate section of this application packet ensuring the last page is signed and dated. Once complete, please return to the Police Department Watch Desk. Enter through the front entrance of the Municipal Building and proceed down the steps to the lower level.

Revised: 3/2021



GLOUCESTER TOWNSHIP
JOIN THE EXCITEMENT

HIGHWAY USE APPLICATION

PARADE/ROADWAY CHARITABLE SOLICITATION:

Hoagie Sales, Coin Drops, Candy Sales, etc.

Prior to completing this application, please review the Parade or Roadway Charitable Solicitation Conditions as listed in this packet. Once you have reviewed the conditions, please complete the section entitled Parade/Roadway Charitable Solicitation of the two-page application. Once completed, please return the signed application to the Gloucester Township Police Headquarters Watch Desk.

BLOCK PARTY APPLICATION:

Prior to completing this application, please review the Block Party Conditions as listed in this packet. Once you have reviewed the conditions, please complete the section entitled Block Party Application of the two-page application. Once completed, please return the signed application to the Gloucester Township Police Headquarters Watch Desk along with the Neighborhood Block Party Petition.

DUMPSTER/CONTAINER APPLICATION:

Prior to completing this application, please review the Dumpster/Container conditions as listed in this packet. Once you have reviewed the conditions, please complete the section entitled Dumpster/Container Application of the two-page application. Once completed, please return the signed application to the Gloucester Township Police Headquarters Watch Desk. Applicants will only be notified if their application for a dumpster permit has been denied.



GLOUCESTER TOWNSHIP
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PARADE/ROADWAY CHARITABLE SOLICITATION GUIDELINES

Organizations wishing to conduct a **PARADE** on any street or roadway within the Township of Gloucester must file a “Highway Use Application” with the Gloucester Township Police Department at least 45 days prior to the date of the requested event. Application packets may be obtained from the Watch Desk at Township Police Headquarters or the Office of the Township Clerk. The Gloucester Township Police Department will review the proposed location of the event to determine if the event location will pose a risk to motorists, pedestrians, or pose other safety concerns.

Applications will be reviewed and will either be Approved, Denied, or Conditionally Approved. Applications that are Conditionally Approved are approved by the Gloucester Township Police Department pending the approval of the County of Camden and/or the New Jersey State Department of Transportation if the event is to take place or intersect with a county or state highway. If the event is taking place on a state highway, a New Jersey Department of Transportation permit must be obtained. All fees for the New Jersey State Department of Transportation applications are to be paid by the organization filing the application. Currently, the New Jersey State Department of Transportation fees include a \$165.00 application fee and \$35 permit fee for a parade. The Gloucester Township Police Department will assist with applications to the County of Camden and the New Jersey State Department of Transportation, however, only applications that are conditionally approved by the Gloucester Township Police Department may be forwarded to the County of Camden and the New Jersey State Department of Transportation for additional approval.

Charitable organizations wishing to conduct **FUNDRAISING SOLICITATION EVENTS** along or on any street or roadway within the Township of Gloucester must file a “Highway Use Application” with the Gloucester Township Police Department at least 45 days prior to the date of the requested event. Application packets can be obtained from the Watch Desk at Township Police Headquarters or the Office of the Township Clerk. The Gloucester Township Police Department will review the proposed location of the event to determine if the event location will pose a risk to motorists, pedestrians, or pose other safety concerns.

Applications will be reviewed and will either be Approved, Denied, or Conditionally Approved. Applications that are Conditionally Approved are approved by the Gloucester Township Police Department pending the approval of the County of Camden and/or the New Jersey State Department of Transportation if the event is to take place or intersect with a county or state highway. If the event is taking place on a State Highway, a New Jersey Department of Transportation permit must be obtained. All fees for the New Jersey State Department of Transportation applications are to be paid by the organization filing the application. Currently, the New Jersey State Department of Transportation fees include a \$25.00 application fee and \$10.00 permit fee per each solicitation day. The Gloucester Township Police Department will assist with applications to the County of Camden and the New Jersey State Department of Transportation, however, only applications that are conditionally approved by the Gloucester Township Police Department may be forwarded to the County of Camden and the New Jersey State Department of Transportation for additional approval.

Any approved application must adhere to the following criteria:

1. Only charitable organizations as defined by NJ 16:40-1.1 are permitted to solicit contributions.
2. Permits shall be granted to charitable organizations soliciting for charitable purposes.
3. Each person soliciting on behalf of the charitable organization *shall* be at least 18 years old.
4. Solicitation shall not stop traffic or impede the flow of traffic. Traffic shall already be stopped before solicitation may occur and shall cease while traffic is moving. Use of flag person(s) is prohibited.
5. The charitable organization is responsible for cleaning up any debris.
6. State, County, or Local Police may suspend solicitation operations anytime if any condition of the permit is violated, or if in the police officer’s discretion traffic is being impeded, delayed, or the

public's safety is at risk.

7. Solicitors shall not drink alcoholic beverages, use drugs, or be under the influence of drugs or alcohol when soliciting or harass the public.
8. All solicitors shall wear NJ Department of Transportation approved safety vests.
9. If an application is approved, a copy of the approved application will serve as the permit and must be presented by the person in charge of the event upon the request of a Police Officer.
10. Parking of vehicles shall comply with applicable traffic regulations.
11. The solicitor shall not install any traffic control devices.
12. Signs advertising the solicitation are permitted but must be no larger than 16 square feet and be of a breakaway type to the extent possible.
13. There shall be at least two warning signs on all roadways affected by the solicitation as follows:
 - A sign stating: "CHARITABLE SOLICITATION 500 FEET AHEAD"
 - A second sign identifying the name of the charitable organization shall be visible to affected traffic.
 - All signs shall not be permitted in the traveled way or in medians less than 8 feet in width.
 - All signs, warnings, notices, or advertising for a solicitation shall be removed immediately following the solicitation event.
 - All signs shall conform to the current Manual on Uniform Traffic Control Devices.

DEFINITION - CHARITABLE ORGANIZATION/CHARITABLE PURPOSE:

Charitable organization means: (1) any person determined by the Federal Internal Revenue Service to be a tax exempt organization pursuant to section 501 (c)(3) of the Internal Revenue Code of 1986, 26 U.S.C. Section 501 (c)(3) or (2) any person who is, or holds himself out to be established for any benevolent, philanthropic, humane, social welfare, public health or other eleemosynary purpose of the benefit of law enforcement personnel, firefighters, or other persons who protect the public safety or any person who in any manner employs a charitable appeal as the basis of any solicitation or an appeal which has a tendency to suggest there is a charitable purpose to any solicitation.

Charitable purpose means (1) any purpose described in section 501 (c)(3) of the Internal Revenue Code of 1986, 26 U.S.C. Section 501 (c)(3) or (2) any benevolent, philanthropic, humane, social welfare, public health, or other eleemosynary objective or an objective that benefits law enforcement personnel, firefighters or other persons who protect the public safety.

VIOLATIONS:

Any person standing in the roadway of a highway to stop, impede, hinder or delay the progress of a vehicle for the purpose of soliciting the purchase of goods, merchandise or tickets, or for the purpose of soliciting contributions for any cause may be charged with New Jersey Statute 39:4-60 and may be required to pay a penalty upon conviction not to exceed \$100.00.



A resident must make application to the Gloucester Township Police Department at least 20 days in advance to holding a community block party on a Gloucester Township Street. The application will be reviewed and the applicant will be notified whether their application is approved or denied.

Any person receiving permission to hold a block party agrees to the following conditions:

1. All residents and property owners, within the area affected, have been made aware of this event and have given their approval, by signature, to a petition for this event.
2. Access shall be provided for emergency vehicles at all times to the closed area during this event. No fire hydrant shall be blocked or posted in fire lane.
3. Barricades used to block any road or area will be provided by Gloucester Township Public Works; but it shall be the responsibility of those persons herein listed, as in authority, for the organization of the event to:
 - (a) Make themselves available to Gloucester Township Public Works for the delivery and pickup of any barricades, in a timely manner, relative to the start and finish of the event
 - (b) Arrange for the actual placement and removal of any barricades from roadways, in a timely manner, relative to the start and finish of the event
4. The Police Supervisor, working as Watch Commander or his designee during the time of this event, shall have the authority to terminate the event immediately upon violations of law, ordinance, or any violations of stipulations as agreed upon herein. This includes, but is not limited to, such violations as: open alcohol or alcohol consumption on public streets, noise and disorderly conduct.
5. The road or area used for this event, shall be cleaned of any debris and material left as a result of the event immediately upon the completion of the event. These conditions shall be subject to inspection by the Police Watch Commander or his designee before the road or area is reopened for public use.
6. This application can be denied upon objection of any resident(s) within the affected area.
7. This application is subject to the approval of the Mayor and Council of the Township of Gloucester after review by the Township Police Department.
8. Persons making application accept all responsibility for damage to any property of the Township of Gloucester resulting from use of the public property or street.
9. **The applicant must return the application with the attached Neighborhood Petition, which lists all residences/places of business that will be affected by the road closure during the course of the block party.**
10. An approved copy of this application will serve as the Block Party Permit and must be produced by the person in charge of the event upon request by a Gloucester Township Police Officer.
11. Any road that is closed for the party must be re-opened no later than the start of the Township Curfew: 10:00 PM Sunday - Thursday, 11:00 PM Friday - Saturday. This does not preclude an activity, function, or party from abiding by the Township Noise Ordinance.



DUMPSTER CONDITIONS

It is agreed that any dumpster or other containers such as storage boxes, moving boxes, or other similar containers placed on or along the roadway shall be equipped with markers consisting of all yellow reflective diamond-shaped panels having a minimum size of 18 inches by 18 inches. These panels shall be mounted at the edge of the dumpster or container at both ends nearest the path of passing vehicles and facing in the direction of oncoming traffic. These markers shall have a minimum height of 3 feet from the bottom of the panels to the surface of the roadway.

Approved permits to place a dumpster or other container in the roadway are valid for a period of **7 DAYS**. If required for longer than 7 days, an extension may be requested and granted at the discretion of the Gloucester Township Police Traffic Safety Unit.

Applicants will only be notified if their application for a dumpster permit has been denied.

For dumpsters/containers being placed on a residential driveway or property, please contact the Zoning Officer at 856-374-3500.



GLOUCESTER TOWNSHIP
JOIN THE EXCITEMENT

GLOUCESTER TOWNSHIP POLICE HIGHWAY USE APPLICATION

APPLICATION DIRECTIONS

This application is completed for permission to conduct a parade or charitable solicitation on any roadway within the Township of Gloucester, permission to hold a community block party while blocking a township roadway, or for the placement of a dumpster on a township roadway. One application must be filed for each requested use. Check the appropriate box in the application to indicate which type of highway use you or your organization are applying for and then review the specific guidelines attached for each type of requested use. Once completed, only the two-page application should be returned to the Watch Desk at the Gloucester Township Police Department Headquarters. **Please ensure you sign the application on page two.** When applying for a block party, ensure the neighborhood petition is also submitted with your application. Please keep the attached guidelines for your reference.

PARADE/ROADWAY CHARITABLE SOLICITATION

Organization Name (if any): _____

Organization Address: _____ Town: _____

Zip Code: _____ Primary Contact Phone: _____

Primary Contact Name: _____

Primary Contact Email: _____

Specific Proposed Location of Parade Route/Roadway Solicitation: _____

_____ Number of Participants: _____

Proposed Date: _____ Proposed Times: _____ - _____

Parade or Type of Solicitation: Coin Drop Hoagie Sale Other: _____

BLOCK PARTY APPLICATION

Name of Applicant: _____ Date of Birth: _____

Applicant Address: _____ Town: _____

Zip Code: _____ Primary Contact Phone: _____

Primary Contact Email: _____

Specific Proposed Location of Block Party: _____

Proposed Date: _____ Proposed Times: _____ - _____

Number of homes participating: _____ Number of guests: _____



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GLOUCESTER TOWNSHIP POLICE HIGHWAY USE APPLICATION

DUMPSTER/CONTAINER APPLICATION

Name of Applicant: _____ Date of Birth: _____

Applicant Address: _____ Town: _____

Zip Code: _____ Primary Contact Phone: _____

Emergency Phone Contact (Contractor): _____

Primary Contact Email: _____

Home/Property Owner Name: _____

Phone: _____ Email Address: _____

Specific Proposed Location of Dumpster: _____

Approximate Duration of Dumpster in Roadway: ____ / ____ / ____ TO ____ / ____ / ____
Not to Exceed 7 Days

SIGN HERE



Applicant Signature: _____ Date: _____

Date Received: _____



POLICE DEPARTMENT USE ONLY



COMMENTS

APPLICATION STATUS

Reviewed By: _____ Date: _____

Approved Denied Conditionally Approved Other: _____

NOTIFICATIONS

GTPD Notifications: None Necessary GT School Transportation County Fire/Ambulance Fax 783-6005
 CC Police 309-8977 NJSP 609-561-1228 GC Central GTPW Press Release PSA CH.19
 Municipal Bldg Camden College Security NJDOT 486-6771 NJ Transit 968-3850
 GT MUA 227-5668 Internal GTPD: Ptl. Div. Cmdr. Dispatch Supervisor TSU Officers
 Watch Commander: On Duty: All Specific:

ON DUTY WATCH COMMANDER COMMENTS

_____ Watch Commander: _____ Badge# _____