

# Inspection Checklist: Ticket Sellers – Individuals

*Do you vend tickets in a public space?*

*Do you sell, give, or transfer tickets to another person to vend in a public space?*

**Definition: Vend** means to hawk, peddle, sell, lease, or offer to sell or lease.

Use this checklist to learn what our inspectors look for and help avoid violations. For your convenience, each Requirement includes the relevant section of law and/or rule, so you can refer to it for more information. The KEY below describes the legal citations and symbols used in this checklist.

KEY
<p><b>NYC Code:</b> NYC Administrative Code  <b>RCNY:</b> Rules of the City of New York  <b>§:</b> Section</p>

Requirement	Do you meet this requirement?
<b>Licenses</b>	
<p><b>1</b> Any individual who vends tickets in a public space must have a current DCWP <a href="#">Ticket Seller license</a>.  <b>NYC Code §20-551(a)(1)</b></p>	<input type="checkbox"/> Yes
<p><b>2</b> Any individual who sells, gives, or transfers tickets to another person for vending in a public space must have a current DCWP <a href="#">Ticket Seller license</a>.  <b>NYC Code §20-551(a)(2)</b></p>	<input type="checkbox"/> Yes
<p><b>3</b> Ticket Sellers must wear their DCWP license so it is visible to the public and enforcement officers (e.g., Police officers, DCWP inspectors) at all times.  <b>NYC Code §20-554(a)</b></p>	<input type="checkbox"/> Yes
<p><b>4</b> At all times while vending, Ticket Sellers must wear a jacket, vest, or other outerwear that indicates they are licensed.  <b>NYC Code §20-554(c)</b></p>	<input type="checkbox"/> Yes
<p><b>5</b> Ticket Sellers' outerwear must include their DCWP license number and, if applicable, the name of the business that employs them.  <b>Tip:</b> Text on the outerwear must be at least 1 inch high so it is readable from a distance of 10 feet.  <b>NYC Code §20-554(c)</b></p>	<input type="checkbox"/> Yes

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Requirement	Do you meet this requirement?
<b>Vending</b>	
<p><b>6</b> Ticket Sellers cannot vend in an aggressive manner.</p> <p><b>Tip:</b> Ticket Sellers cannot approach, speak to, or follow people in an intimidating way. This includes conduct that makes people afraid of bodily harm or loss of property, causes unreasonable annoyance or alarm, or scares people into giving money.</p> <p><b>Tip:</b> Ticket Sellers cannot use violent or threatening gestures.</p> <p><b>Tip:</b> Ticket Sellers cannot intentionally touch people or their vehicles without consent.</p> <p><b>Tip:</b> Ticket Sellers cannot intentionally block sidewalks or streets to prevent people and cars from getting by.</p> <p><b>NYC Code §20-556(a)</b></p>	<input type="checkbox"/> Yes
<p><b>7</b> Ticket Sellers cannot make fraudulent, misrepresentative, or false statements.</p> <p><b>NYC Code §20-556(k)</b></p>	<input type="checkbox"/> Yes
<p><b>8</b> Ticket Sellers cannot use equipment, stands, vehicles, racks, or displays.</p> <p><i>Exceptions:</i></p> <ul style="list-style-type: none"> <li>• Ticket Sellers can use listed items to accommodate a disability.</li> <li>• Ticket Sellers can use equipment if they carry it at all times.</li> </ul> <p><b>NYC Code §20-556(j)</b></p>	<input type="checkbox"/> Yes
<p><b>9</b> Ticket Sellers cannot vend in any of the following locations:</p> <ul style="list-style-type: none"> <li>• Within a bus stop unless they are vending tickets for the mode of transportation or guided tour designated on the bus stop sign by the NYC Department of Transportation (DOT)</li> <li>• Within any taxi stand</li> <li>• On the sidewalk next to a hospital “No Standing” zone</li> <li>• Within 10 feet of a driveway</li> <li>• Within 20 feet of a subway entrance or exit</li> <li>• Within 10 feet of any corner</li> <li>• In the bed of a road</li> <li>• Wherever they would block the passage of pedestrians or vehicles</li> <li>• Within an area under the jurisdiction of the NYC Department of Parks &amp; Recreation without written authorization</li> <li>• On the median strip of a divided roadway unless it’s a pedestrian mall</li> <li>• Within the 9/11 Memorial area: bounded by Broadway on the east, Liberty Street on the south, West Street on the west, and Vesey Street on the north</li> </ul> <p><b>NYC Code §20-556(b), §20-556(c), §20-556(d), §20-556(f), §20-556(g), §20-556(h)</b></p>	<input type="checkbox"/> Yes

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10	<p>Ticket Sellers must move from a location if ordered by a City officer (e.g., Police officer, Parks officer) or City employee due to “exigent circumstances.”</p> <p><b>Tip:</b> “Exigent circumstances” include unusually heavy pedestrian or vehicular traffic; the existence of any obstructions in the public space; an accident, fire, or other emergency; parades; demonstrations.</p> <p><b>NYC Code §20-556(i)</b></p>	<input type="checkbox"/> Yes
11	<p>Ticket Sellers who vend in a <a href="#">pedestrian plaza</a> must follow <a href="#">DOT rules</a>, including:</p> <ul style="list-style-type: none"> <li>• Ticket Sellers cannot vend in areas that are designated by signs or marked as a Pedestrian Flow Zone.</li> <li>• Ticket Sellers cannot carry or wear signs or placards that are greater than 2 feet in height and 3 feet in length.</li> <li>• Ticket Sellers cannot use or block any person from using any amenity installed in the pedestrian plaza. “Amenity” includes chairs, tables, planters, benches, kiosks, utilities, and canopies.</li> </ul> <p><b>NYC Code §20-556(e); 34 RCNY §4-16(c)(2), 34 RCNY §4-16(d)(1), 34 RCNY §4-16(d)(9)</b></p>	<input type="checkbox"/> Yes
<b>Receipts</b>		
12	<p>Receipts must be given to consumers for purchases over \$20 and upon request for purchases between \$5 and \$20.</p> <p><b>6 RCNY §5-32(b)(2)</b></p>	<input type="checkbox"/> Yes
13	<p>The receipt must include each of the following:</p> <ul style="list-style-type: none"> <li>• Date of purchase</li> <li>• Amount paid for each item</li> <li>• Total amount paid</li> <li>• Separate statement of tax</li> <li>• Business name and address</li> <li>• DCWP license number</li> </ul> <p><b>6 RCNY §5-32(c)</b></p>	<input type="checkbox"/> Yes
<b>Transaction Log</b>		
14	<p>Ticket Sellers must keep a <a href="#">log</a> of every instance a ticket or set of tickets is received for vending.</p> <p><b>Tip:</b> The log must be maintained in the form required by DCWP.</p> <p><b>Tip:</b> The log must be maintained in English.</p> <p><b>Tip:</b> The records within the log must be maintained for 3 years and available for inspection.</p> <p><b>6 RCNY §2-441</b></p>	<input type="checkbox"/> Yes

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<p><b>15</b></p>	<p>The log must include the following:</p> <ul style="list-style-type: none"> <li>• Names of the individual and the company that provided the ticket(s)</li> <li>• Addresses of the individual and the company</li> <li>• Ticket Seller license numbers of the individual and the company, if any</li> <li>• Date the Ticket Seller received the ticket(s) for vending</li> <li>• Place of entertainment, mode of transportation, or guided tour intended for the ticket(s)</li> <li>• Price the Ticket Seller paid for the ticket or set of tickets</li> </ul> <p>If the Ticket Seller sold the ticket or set of tickets, the log must also include:</p> <ul style="list-style-type: none"> <li>• An indication of whether the ticket(s) was sold to a consumer or another Ticket Seller. <i>If the ticket(s) was sold to another Ticket Seller:</i> name, address, and license number of the Ticket Seller.</li> <li>• Price the consumer or Ticket Seller paid for the ticket(s)</li> <li>• Location where the sale took place (e.g., nearest block face, place of entertainment, plaza, pedestrian plaza, or office)</li> </ul>
<p><b>6 RCNY §2-441(a)</b></p>	<p><input type="checkbox"/> Yes</p>
<p><b>16</b></p>	<p>Ticket Sellers must retain a copy of every receipt provided to consumers.</p>
<p><b>6 RCNY §2-441(b)</b></p>	<p><input type="checkbox"/> Yes</p>

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