



# ABANDONED SHOPPING CART PREVENTION PLAN - FORM

Businesses using shopping carts in San José must complete part or all of this form every year (San José Municipal Code 9.60); those with 26 or more carts must complete the entire form. This form is found at [bit.ly/SJShoppingCartPlan](http://bit.ly/SJShoppingCartPlan).

- For questions about this form or your invoice, email [AbandonedCarts@sanjoseca.gov](mailto:AbandonedCarts@sanjoseca.gov).
- For questions about payments made, call Revenue Management at **408-535-7055**
- Para información en español, llame al **408-535-7770**
- Để biết thông tin bằng tiếng Việt, vui lòng gọi **408-535-7770**

## INSTRUCTIONS

Complete the form and return as instructed below. Attach additional sheets if more space is needed. For businesses with 26 or more carts, pay your invoice as instructed on the invoice

- **By email:** Complete this computer-fillable form using free Adobe Reader or other software. To sign, follow instructions at [bit.ly/SJ-DigitalSignatures](http://bit.ly/SJ-DigitalSignatures). **Email the form and any attachments to [AbandonedCarts@sanjoseca.gov](mailto:AbandonedCarts@sanjoseca.gov)**
- **By mail or delivery:** Complete the form on a computer and print it out (preferred) or complete by hand (please print clearly). Pay online or make check payable to City of San José.

**Mail or deliver the form to:**  
**San José City Hall - Code Enforcement**  
**Abandoned Shopping Cart Program**  
**200 E. Santa Clara St. - 4th Floor**  
**San José, CA 95113**

## 1. LOCATION & CONTACT

BUSINESS NAME:

OWNER NAME:

BUSINESS ADDRESS:

BILLING ADDRESS

(for penalties, citations):

CONTACT NAME

(on-site person):

CONTACT PHONE #:

EMAIL:

## 2. CART INVENTORY

NUMBER OF CARTS:

CHECK ONE ONLY

0-25 carts Complete only Sections 1 and 2; sign and date the form and follow above return instructions.

26 or more carts; approximately how many carts? Complete the entire form, pay your invoice, and return the form following the above return instructions.

## 3. COMMUNITY OUTREACH

How will you inform customers that removing or being in possession of a shopping cart off the store premises is a violation of State law?

- Signs posted near entrance doors or parking lot exits
- Other - Please describe (attach a sheet if needed):

*continued*

**4. CART SIGNAGE**

Every cart owned or provided by any Owner must have a sign permanently affixed to the cart that contains all of these required elements:

- Identity of Owner, business establishment, or both.
- The address and/or phone number of the Owner of the business establishment for Cart return.
- Notice that the removal or possession of the Cart off the premises is a violation of State law and explanation of the legal means for removal (written permission of the store owner).

**Attach a photograph or photocopy of the signage, or if a sticker affixed to the cart, provide a sample sticker or PDF of the sticker.**

**5. LOSS PREVENTION MEASURES**

Describe the prevention measures in use at this store that are likely to prevent shopping carts from being removed from the premises. **CHECK ALL THAT APPLY:**

- Wheel locks, electronic, or other disabling devices
- Carts equipped with poles:
- Security personnel
- Other - Please describe:

**6. MANDATORY RETRIEVAL**

Each Prevention Plan requires a plan for cart retrieval within 24 hours upon notification by the City of San José. Who should the City of San José contact for Cart Retrieval?

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**7. EMPLOYEE TRAINING**

Describe the annual method of employee training on the store’s Abandoned Cart Prevention Plan. **CHECK ALL THAT APPLY.**

- Staff Meetings
- Employee Orientation
- Other - Please describe:

**SIGNATURE**

**To the best of my knowledge the above information is true and accurate.**

\_\_\_\_\_  
SIGNATURE (Store Representative)      PRINT NAME      TITLE      DATE [MM/DD/YEAR]

**PLAN CHECKLIST**

- Check that all applicable sections of the form are completed.
- Remember to attach Section 4, Cart Signage for each store.
- For stores with 26 or more carts, pay your invoice at the time you submit your form.
- Avoid penalties for late filing or late payment; see the invoice for your due date.

**FOR INTERNAL USE ONLY**

STORE ID#: \_\_\_\_\_ CHECK #: \_\_\_\_\_ INVOICE #: \_\_\_\_\_