



MOBILE FOOD VENDOR BUSINESS LICENCE

Application

BUSINESS INFORMATION

Name of Business: _____

Mailing Address: _____

City: _____

Postal Code: _____

OWNER INFORMATION (please print)

Property Owner Name: _____

Email: _____

Phone: _____

Contact/Manager Name: _____

Phone: _____

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of*

TYPE OF BUSINESS LICENCE

 Private Property (\$200) City Property (\$500) Update Renewal

Please note that the business owner is required to annually submit current documentation as outlined below.

APPLICATION REQUIREMENTS

Complete applications will be reviewed by staff. If all requirements are met, the application will be approved and remain valid for the remainder of the year. Requirements include provision of the following:

- Complete the application form
- Liability insurance naming the City of Duncan as additional insured to a minimum of \$2 million
- Site plan showing desired location(s) of operation
- Owner Authorization (for private property use)
- Photo of mobile unit
- Payment of fees
- Proof of VIHA compliance & applicable BC Safety Authority approvals
- Motor vehicle insurance as applicable
- Discharge and waste management plan
- Agreement to respect the following:
 - No operation within 50m of a permanent food service without written support from business owner
 - No operation within 100m of an elementary school without written support from School District No. 79
 - No operation within 150m of a special event unless invited by the event organizers
 - Not impede or endanger vehicular or pedestrian traffic
 - Ensure and maintain a clean site
- As per CAN/CSA B149.1: Generator in good repair, portable field cans stored outside of truck & 1m away from ignition source, fixed propane tanks secured to vehicle and unattached propane tank storage not permitted
- Approved Certification Commercial Gas Systems (as per TSBC D-G5-051201 2 Rev 8)
- Approved Certification 120 VAD Electrical Systems (as per TSBC B-E3 071019 3 Rev 7)

SIGNATURE(S)

By signing this application, I agree to comply with all City of Duncan bylaws and policies and all applicable laws, rules, codes, regulations, and orders of all federal or provincial authorities having jurisdiction over such business.

Signature of Business Owner_____
Signature of Property Owner (if_____
Date

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED



MOBILE FOOD VENDOR BUSINESS LICENCE Application

OFFICE USE ONLY: (PLANNING DEPARTMENT)

Zoning of Subject Property: _____ Proposed Use Permitted: Yes No

Parking Required: Yes No Sign Permit Required: Yes No

Approved Yes No

Additional Comments: _____

Manager of Planning Signature

Date

OFFICE USE ONLY: (FIRE DEPARTMENT)

Premises Inspected for Use: Yes No Approved Yes No

Additional Comments: _____

Fire Chief Signature

Date

OFFICE USE ONLY: (PUBLIC HEALTH)

Public Health Inspector Approval: Yes No N/A

Additional Comments: _____

OFFICE USE ONLY: (RCMP)

RCMP Approval: Yes No N/A

Additional Comments: _____

OFFICE USE ONLY: (FINANCE DEPARTMENT)

Approved: Yes No

Additional Comments: _____

Director of Finance Signature

Date

COPIES: CAO Dir. of Corporate Services Bylaw Supervisor Operations Manager Dir. of Public Works & Engineering

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