



MBL \_\_\_\_\_

# MOBILE FOOD VENDOR BUSINESS LICENCE

## Application

### BUSINESS INFORMATION

Name of Business: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

### OWNER INFORMATION (please print)

Property Owner Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact/Manager Name: \_\_\_\_\_

Phone: \_\_\_\_\_

### 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)
- As per NFPA 10: Fire extinguisher – 10lb ABC, 4A-40BC mounted, accessible, current services, Class K Wet Chemical mounted, accessible, current service and pull station for fixed suppression visible and accessible.

### 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 applicable)\_\_\_\_\_  
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 INSPECTOR)

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

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 Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: [duncan@duncan.ca](mailto:duncan@duncan.ca) or phone: 250-746-6126.