



Information and Application Package





Mobile Vending Information and Application Package

Mobile Vending Business Licence

Are you interested in operating a mobile retail or food truck, trailer or cart in Vernon? This information guide will assist you in applying for a City of Vernon Mobile Vending Business Licence. This guide also provides location information and requirements.

Definitions

- **A mobile vendor** means a person who offers for sale and immediate delivery of any food, goods, or merchandise from a motor vehicle, temporary structure or display, or stand that is not permanently affixed to real property.
- **Mobile catering food services** means the delivery and sale of food to the public using a vehicle or a fleet of vehicles.
- **Retail street sales** means selling chattels or prepared meals or snacks from a mobile vending unit. This use does not include the retail sale of cannabis or cannabis products.
- **A food truck** means a motorized, mobile, self-contained vehicle that is equipped to cook, prepare and/or serve food or beverages but does not include food trailers or food carts.
- **A food trailer** means a portable, self-contained trailer that is equipped to cook, prepare and/or serve food or beverages but does not include food carts.
- **A food cart** means a non-motorized mobile cart (maximum area of 4.65 m²), from which food and/or drink is dispensed and is authorized to operate on private property or a designated food cart location.
- **Local food** means food that has a maximum geographic distance between production and consumption of 100 km.

Submitting Your Application

Completed applications for a Mobile Vending Business Licence may be submitted:

- Online using the Business License Form available here: www.vernon.ca/business/business-licences-permits
- In person at the Community Services Building
3001 32nd Avenue, Vernon, BC V1T 2L8
Between 8:30 a.m. and 4:30 p.m., Monday to Friday

Refer to Table 1 below for the required documents that must accompany your application.

For further information or assistance, please contact Building and Licensing at 250-550-3634 or email buslicence@vernon.ca.



Table 1: Mobile Vending Business Licence Requirements

REQUIREMENTS	DESCRIPTION
*Motor Vehicle Insurance (if applicable)	Mobile vendors must ensure their vehicle is properly registered and insured. To do this, contact or visit a licenced motor vehicle insurance provider for information and services related to vehicle registration.
Liability Insurance	Provide a copy of your liability insurance that: <ul style="list-style-type: none"> • Has a minimum \$5,000,000 coverage for Public Liability and Property Damage, including a Cross Liability Clause • Names the City of Vernon as additional insured - unless operating on private property.
* Discharge Management Plan (including recycling and composting for biodegradable items)	The plan must state how fats, oils, and grease will be disposed of, include a recycling plan for single-use plastics, and outline composting procedures. Biodegradable serving items are recommended over plastic. Vendors must provide garbage, recycling, and composting bins beside the unit. (See waste guidelines under the Requirements Section)
Photographs	Photos of the mobile food truck, trailer, or cart—inside and out—must be provided, along with size dimensions and any signage displayed on the unit.
Optional declaration of Local food menu or merchandise	A fee reduction of \$50.00 is available for mobile food vendors offering Local food menu or merchandise (proof must be submitted with the application). Food carts are eligible for a \$25.00 reduction under the same criteria.
Letter of permission from the property owner (if applicable)	If operating on private property, written permission from the property owner is required. The property must be zoned for food and beverages as primary use.
Interior Health and Fire	Before a business licence can be issued, Interior Health must be contacted for approval. Vernon Fire Department must conduct an inspection and provide written approval. The Fire Inspector will also verify that all required Safety Authority approvals are in place.

*These items are not required for food carts



Fees

The following fees in the table below apply for a Mobile Vending Business Licence:

Table 2: Mobile Vending Fees

Unit Type	Annual Mobile Vendor Business Licence fee	Fee with Local food menu or merchandise (see table 1)
Mobile retail	\$350.00	\$300.00
Food trailer	\$350.00	\$300.00
Food truck	\$350.00	\$300.00
Food cart (includes coffee and ice cream carts)	\$115.00	\$90.00

Mobile Vending Locations

Mobile vendors are permitted to operate in designated parks and civic areas, as outlined in Table 3. Vendors may also operate on private property, provided the following conditions are met:

- Written permission is obtained from the property owner, and
- The property is zoned to permit food and beverage service as a primary use.

Table 3: Locations and Amenities

LOCATION		AMENITIES	# PERMITTED VENDORS
Park Locations	Civic Memorial Park	*Power, Seating	1
	Hulburt Park	*Power, Seating	1
	Kin Beach	None	1
	Lakeview Park	Seating	1
	Marshall Field #1	None	2
	Marshall Field #2	None	1
	Polson Park	Seating	1
Civic Locations	Library – 29 St Lot	*Power	2
	Spirit Square	*Power, Seating	1
	Transit Terminus Park	*Power, Seating	1

* Key Required

Hours of Operations

Mobile food vending in public locations will be permitted during the following times:

- Park Locations: Sunrise to Sunset, during park operating season
- Civic Locations: 6:00 AM to 10:00 PM



Requirements

Mobile vendors operating at any of the locations listed in Table 3 must adhere to the following requirements, where applicable:

Power Usage

- Electrical connections must comply with local electrical codes.
- Power cords must be positioned to minimize tripping hazards and clearly marked for visibility.
- If using generators, they must:
 - Be low-noise and low-emission.
 - Be placed safely to avoid hazards or obstruction.
 - Not disrupt pedestrian or vehicle traffic.

Garbage and Waste Management

- Vendors must provide proper waste, composting, and recycling receptacles adequate to ensure the cleanliness of the adjacent area, clean up within a 10m radius after service at a location, and must remove all collected garbage and organic waste from the location and dispose of it. All commercial waste must be disposed of off-site and must not be placed in public or park garbage receptacles.
- Grease and wastewater must be disposed of properly—not into storm drains or public spaces.

Seating & Public Space Use

- At select locations (see Location Maps), vendors are permitted to supply their own seating (e.g., tables, chairs, benches). All seating must:
 - Not block sidewalks, shared pathways, or access routes.
 - Be removed daily unless otherwise permitted.
 - Be kept clean and in good condition.
 - Operate within the area identified on the location map.
- At Lakeview Park, access is past removable bollards, which may be unlocked with the mobile vending key. Vendors must reinstall all bollards securely after use.

Designated Setup Area

- Mobile Vendors must operate on a first come first serve basis within approved zones or designated vending areas. Setup must:
 - Stay within the specified footprint as identified on the location map. If the tow vehicle does not fit within the designated footprint, it must be parked in accordance with City Bylaws.
 - Provide guidance to patrons, if necessary, for example:
 - *Queue management*
 - *Parking awareness*
 - *Indicate where seating is available*
 - Avoid obstructing fire lanes, driveways, or emergency access, sidewalks, and shared pathways.



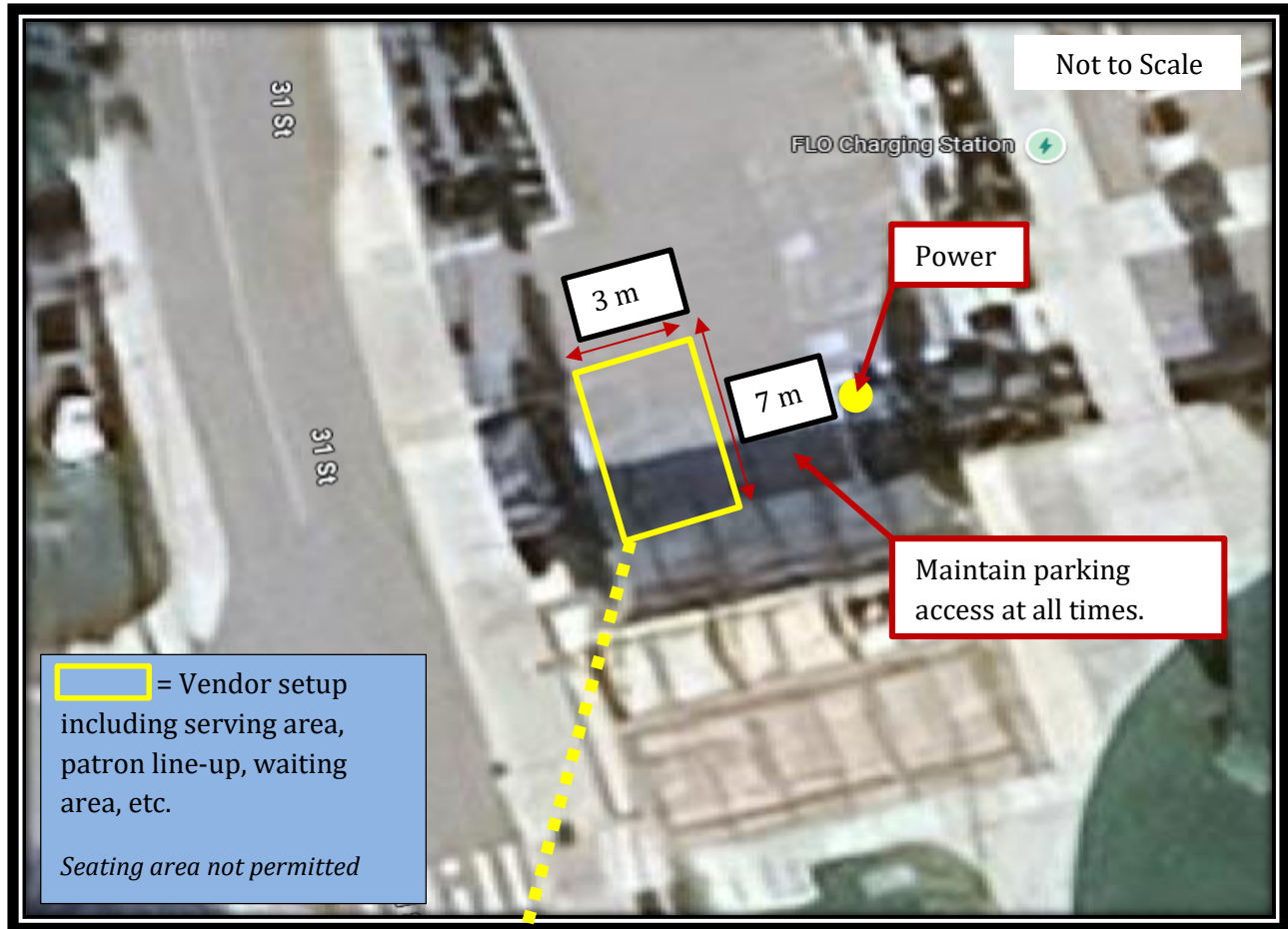
- Ensure that patrons, including their vehicles, do not block driveways, sidewalks, shared pathways, and parking stalls.
- Be removed or relocated if required by city officials or during special events.

Special Events

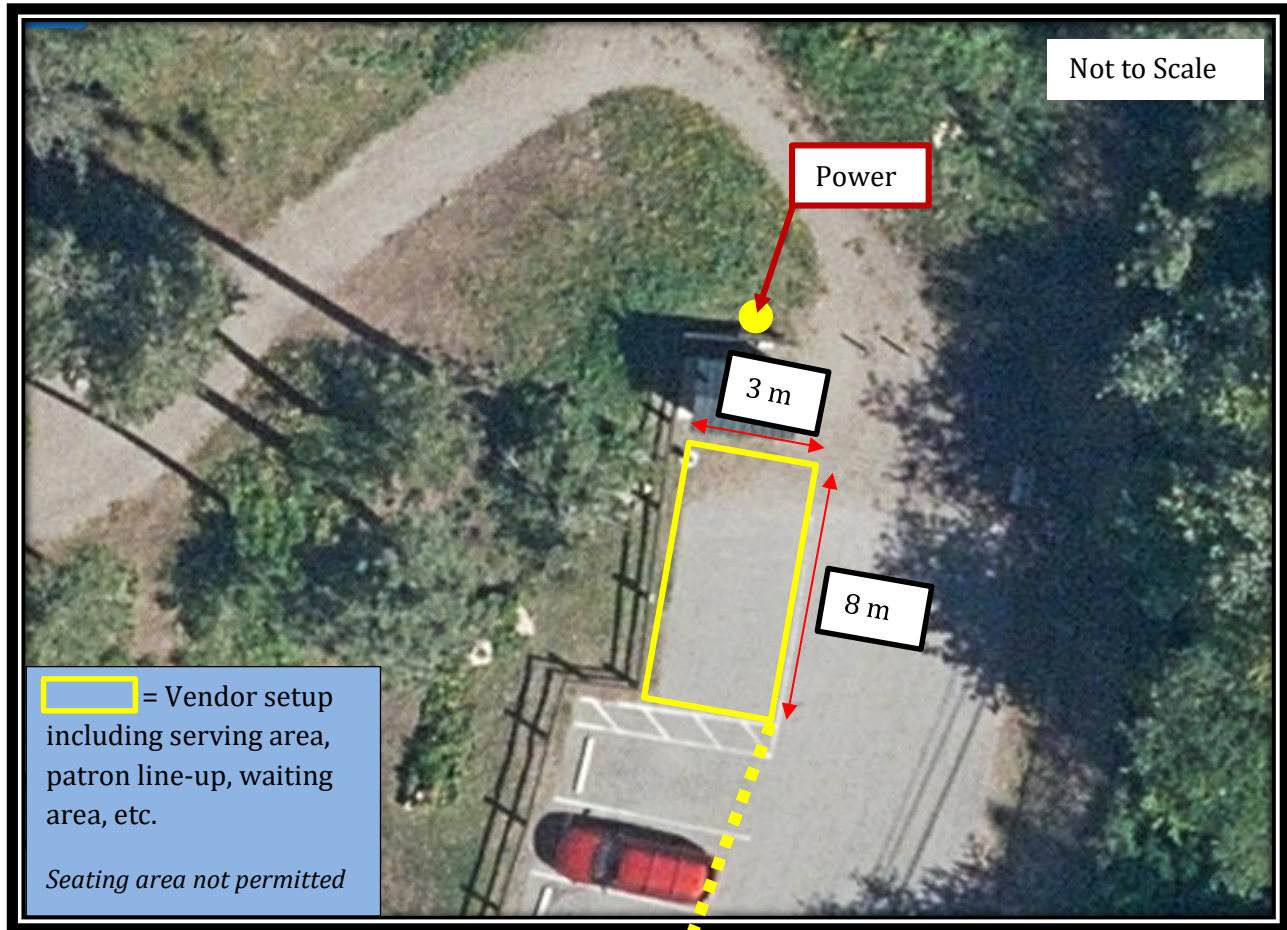
Mobile Vendors cannot operate during a special event unless invited by the event organizers. If operating during a special event, a special event licence will be required from the Event Organizer and permission to take part under the permit will be required. Please contact Building and Licensing for more information.

Location Maps

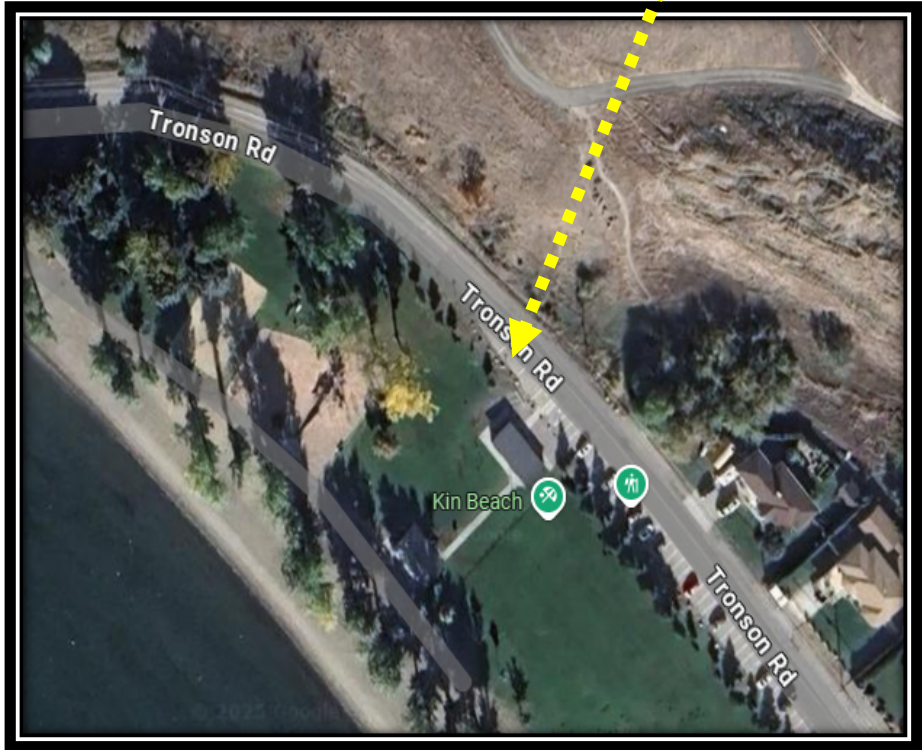
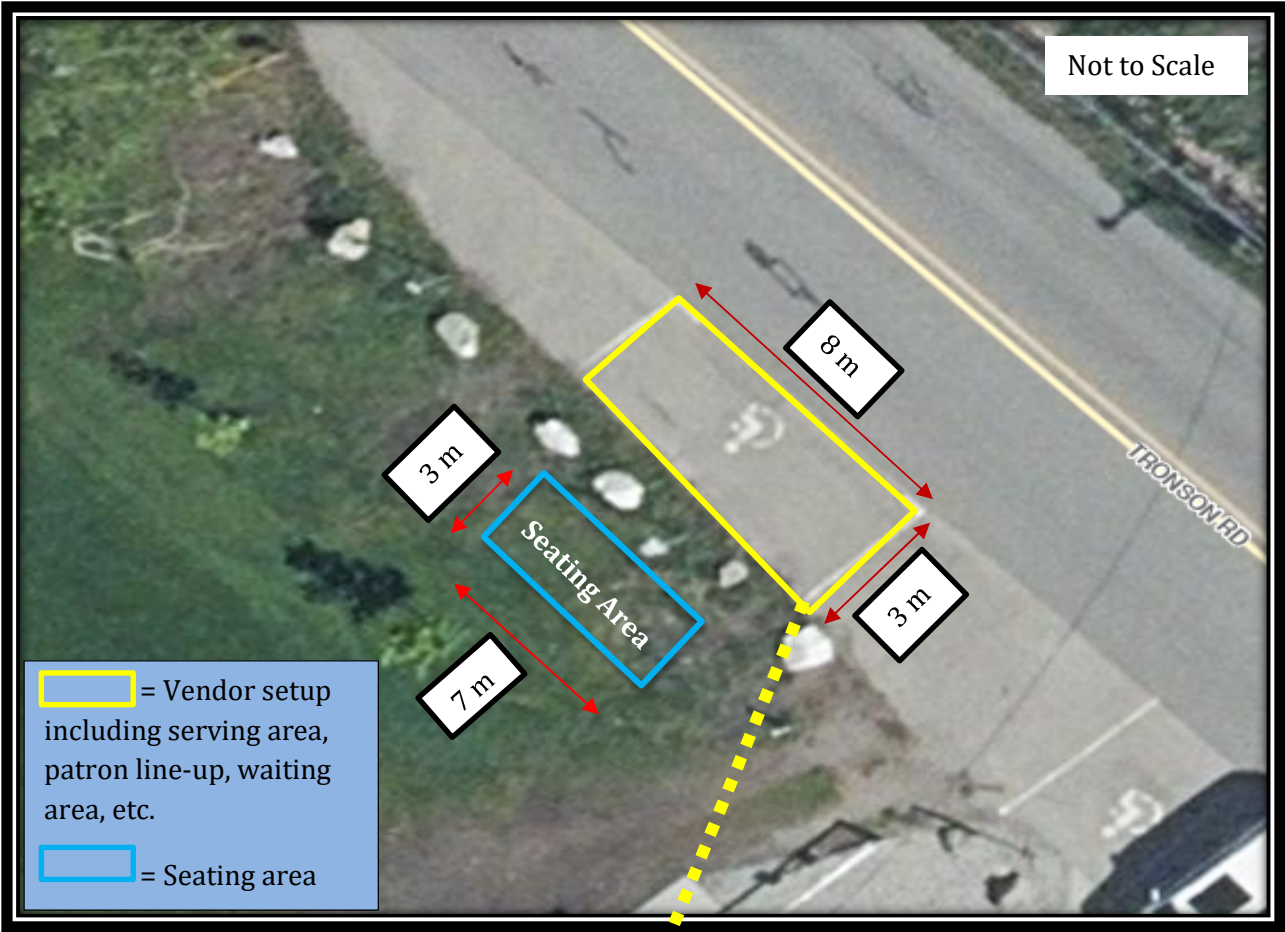
Civic Memorial Park



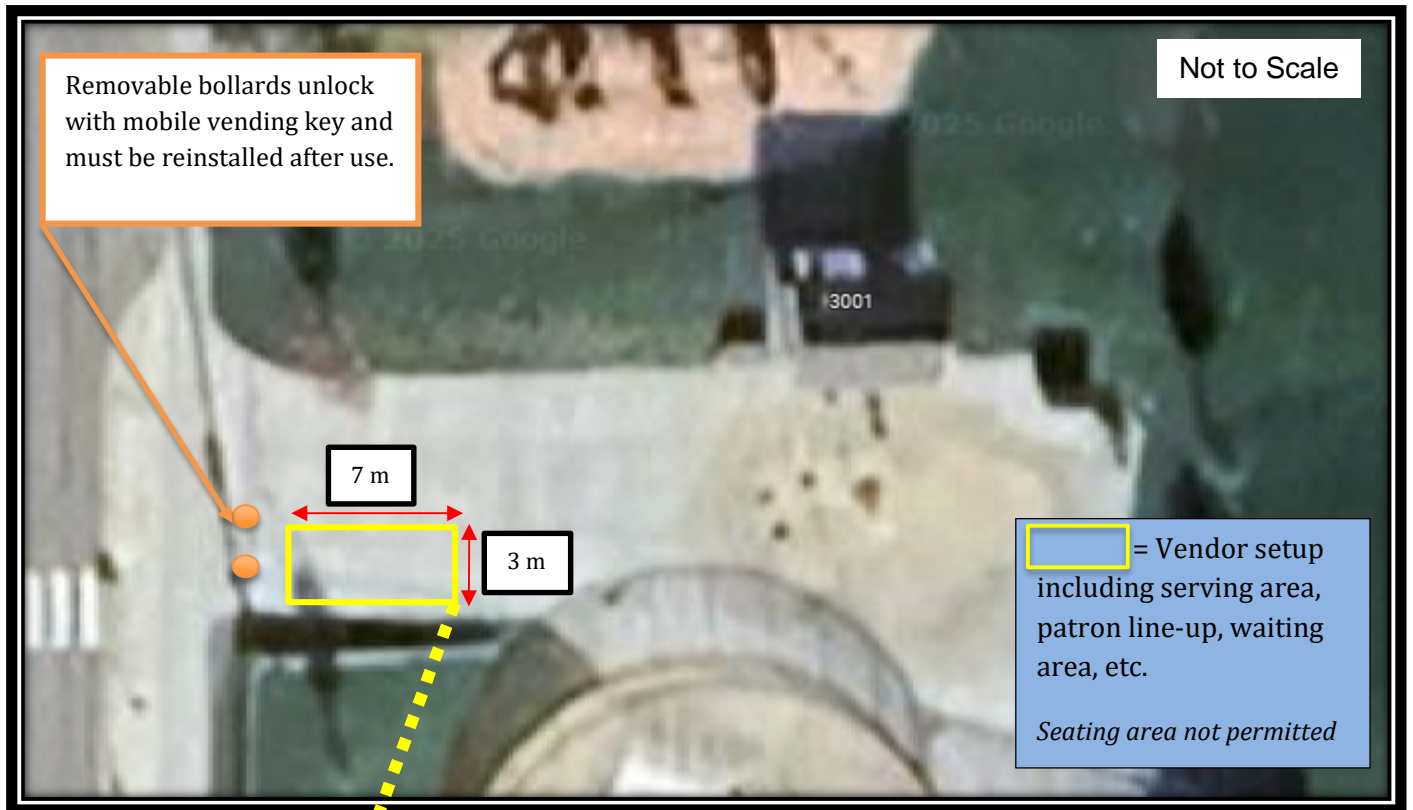
Hulburt Park



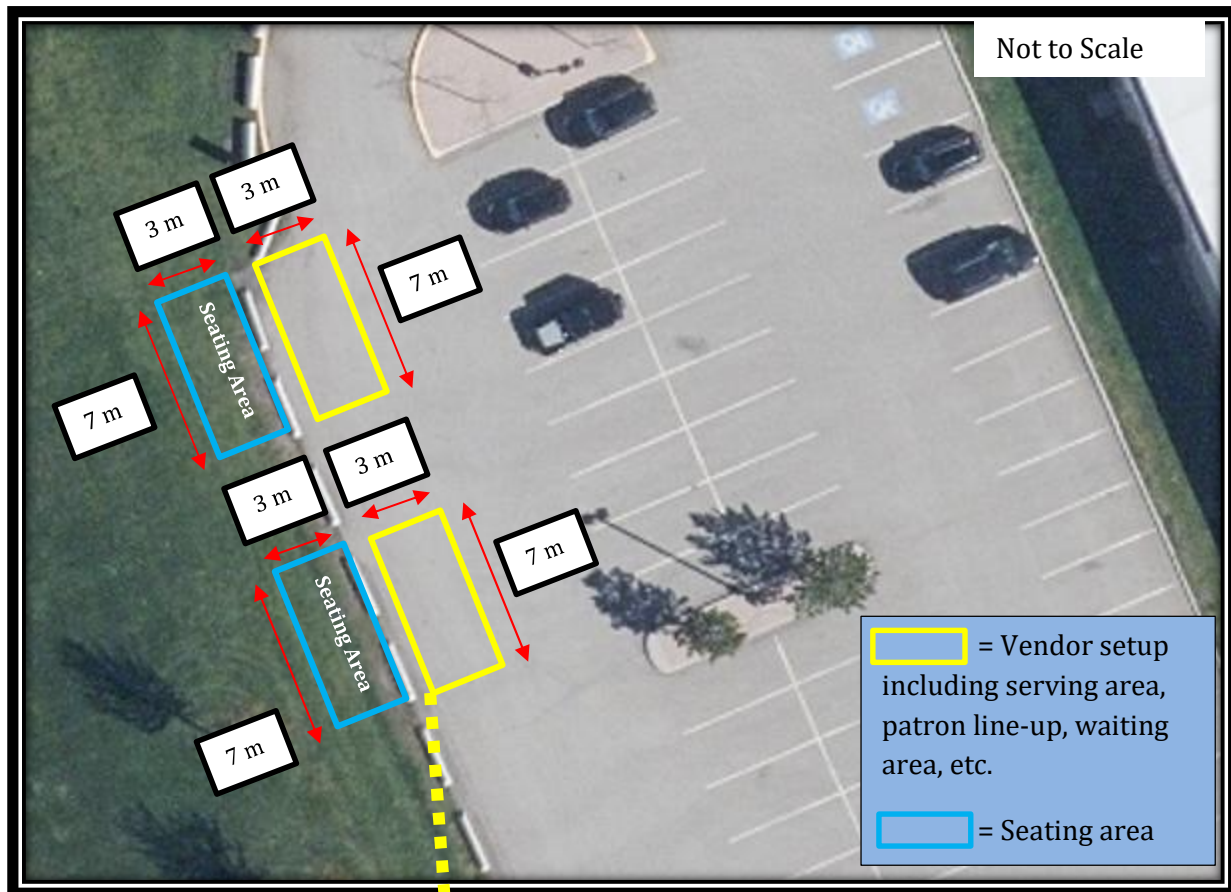
Kin Beach



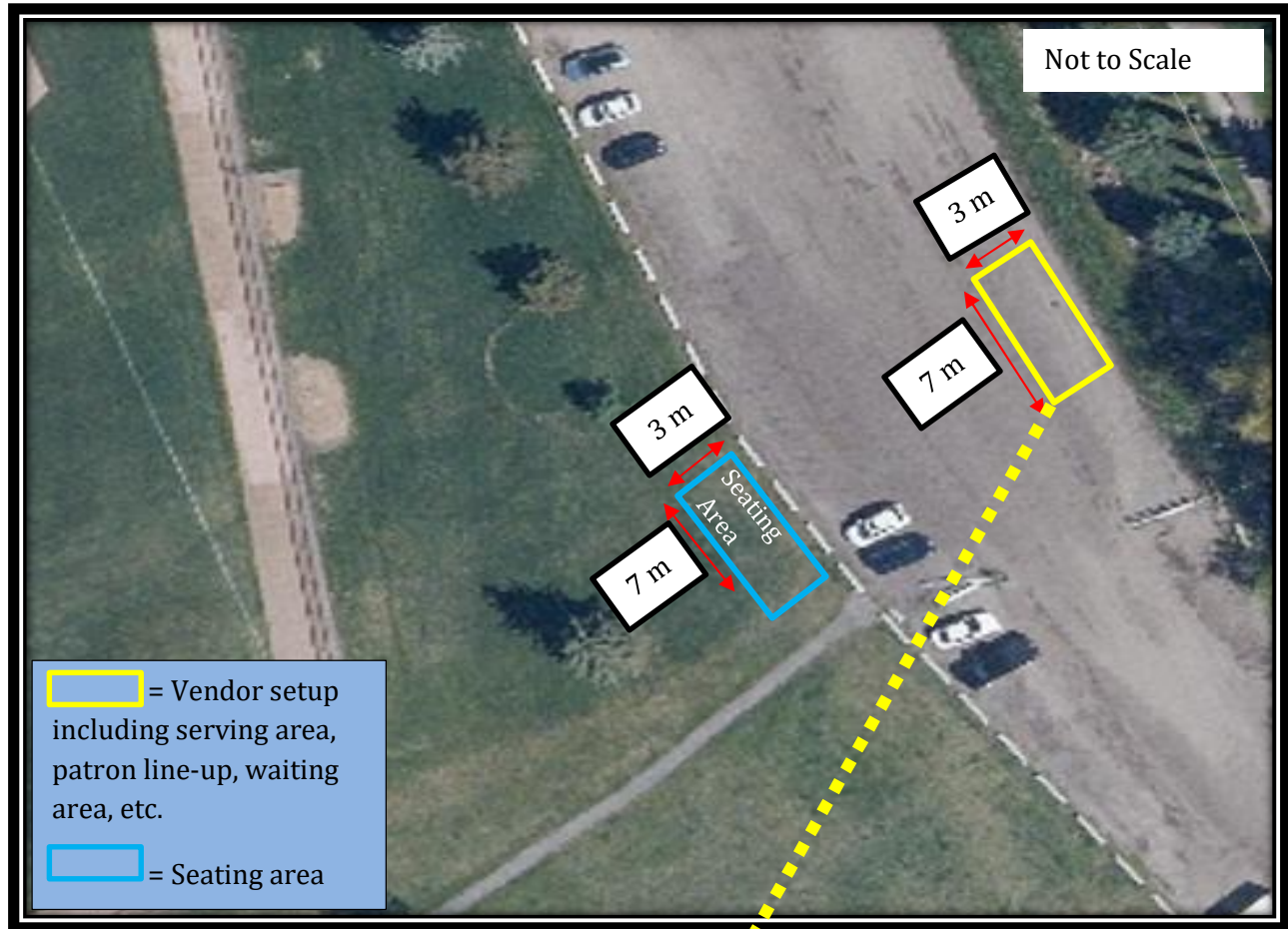
Lakeview Park



Marshall Field – Location 1



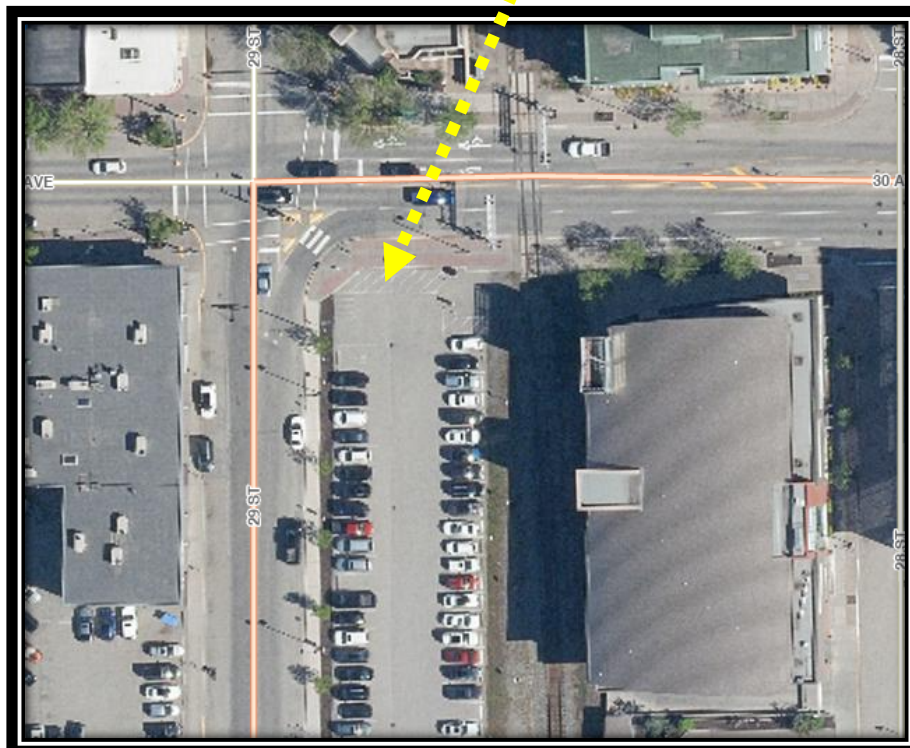
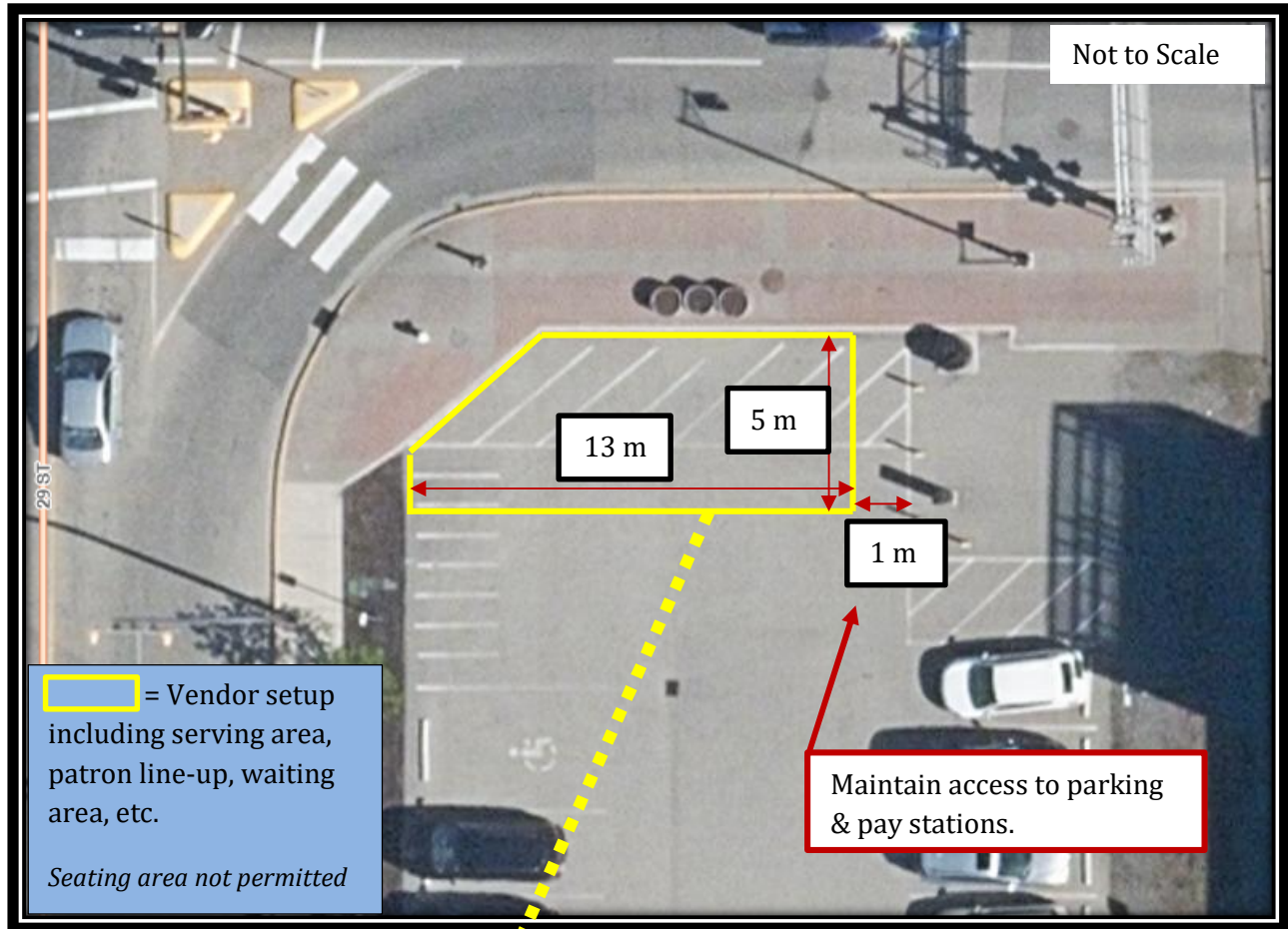
Marshall Field – Location 2



Polson Park



Library – 29 St Lot



Spirit Square



Transit Terminus Park

