



Information Package





Mobile Vending Applicant Package

City of Vernon Business Licence Application Guide and FAQs

Mobile Vending Business Licence: Procedures, Requirements and Permissions

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 includes contact information and answers to frequently asked questions.

A **mobile vendor** means a person who offers for sale and immediate delivery 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 4.65m²), from which food and/or drink is dispensed and is authorized to operate on private property or a designated food cart location.

Application Process

Application forms can be found online at <https://www.vernon.ca/business/business-licences-permits> or picked up at the Community Service Building located adjacent to City Hall. When the necessary supporting documentation has been obtained, submit your completed application and fees to Community Services Building located at 3001 32nd Avenue, Vernon BC V1T 2L8. Hours of operation are 8:30 a.m. to 4:30 p.m.

If you have any questions, please contact Building and Licensing at 250-550-3634 or by email at buslicence@vernon.ca.



The following approvals, inspections and supporting documents must be obtained and submitted in order for your application to be accepted and approved:

| REQUIREMENT | DESCRIPTION | MUST be submitted with Application. |
|--|---|-------------------------------------|
| 1. Mobile Vendor Business Licence Application Form | A completed application form must be provided. Please include the type of mobile business. | ✓ |
| 2. Motor Vehicle Insurance* | Call or visit a motor vehicle insurance company for vehicle registration information and services. Photo identification and bill of sale are required. | ✓ If applicable |
| 3. Liability Insurance | Provide a copy of your liability insurance with the following minimum requirements: Inclusive limit of \$5,000,000 and Public Liability and Property Damage; Cross Liability Clause; and, City of Vernon named as joint insured under the policy, unless operating on private property. | ✓ |
| 4. Discharge Management Plan (including recycling and composting for biodegradable items)* | The plan must include where the vendor will dispose of any fats, oils, or greases created by the business, and provide a recycling plan for single-use plastics. Compostable items should be dealt with accordingly and biodegradable serving items are recommended over plastic. Garbage/recycling/composting receptacles must be provided next to the unit. | ✓ |
| 5. Photographs | Photos of the mobile truck, trailer, cart, *inside and out, size dimensions, and signage for the mobile vending unit must be provided. | ✓ |
| 6. Declaration of local food use and menu | A reduction in fees of \$50.00 is provided for mobile food vendors who are providing healthy local food choices (provide menu with application). *A \$25.00 reduction for food carts. | ✓ If applicable |
| 7. Letter of permission from the property owner | If locating on private property, written permission from the property owner is required. Private property must be zoned for food primary use. | ✓ If applicable |
| 8. Interior Health and Fire | Interior Health must be contacted for approval prior to issuance of your licence and to the Fire Department for an inspection and written approval prior to issuance of your licence. The Fire Inspector will ensure you have the required Safety Authority Approvals. | ✓ |

*These items are not required for **food carts**.

If a mobile **food cart** operator wishing to locate on locations set out in the Sidewalk and Boulevard Area Use Permits a separate application must be submitted (from Sidewalk and Boulevard Area Use Policy).



The following fees apply for a Mobile Vending Business Licence:

| Unit Type | Business Licence fee | Business Licence fee with Local food menu or merchandise |
|---|----------------------|--|
| Mobile retail | \$350.00 / yr | \$300.00 / yr. |
| Food trailer | \$350.00 / yr | \$300.00 / yr. |
| Food truck | \$350.00 / yr | \$300.00 / yr. |
| Food cart (includes coffee and ice-cream carts) | \$115.00 / yr | \$90.00 / yr. |

Other annual fees may include:

- Key fee (\$25) if signed out key for power is not returned

FREQUENTLY ASKED QUESTIONS

Where are food trucks allowed to operate?

Mobile Vendors are permitted to operate in select park locations (see Maps) and on private property with written permission for use of the property and washroom facility of the property owner in zones that permit a food primary use. Mobile food trucks may also operate in select parking lot locations and Civic properties (see Map). Locations are marked with a food truck symbol (the same symbol as on the front of the guide) to aide vendors in finding the correct location.

Park locations: Polson Park, Kin Beach, Marshall Field

Civic locations: Museum, Library, Transit Terminus (Apple Park)

Where is a food cart allowed to operate?

Fixed locations: See maps. From time to time the City may review and approve new locations and add to the fixed locations.

Do I require a licence for each food cart location?

Food carts are issued a licence on an annual basis, and fixed locations are available on a first-come-first-serve basis.

Can I reserve a spot in a City park, Civic, or on-street location?

No, the City Park and Civic locations are available on a first-come-first-serve basis. Please note that vendors cannot operate in on-street locations or parks during a special event unless invited by the event organizers.

What are the permitted hours of operation?

Mobile food vending in public locations will be permitted during the following hours:
0600 and 2300 hours.

Do I require a Mobile vending Business Licence if I'm only operating at special events?

No. However, 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.

Is the City of Vernon responsible for providing food trucks with power and water?

No. Food truck/trailers must be equipped with their own power and water sources. Power and water are available in some City locations. A key must be obtained and signed for at the Community Services Building.



Do I need to pay for parking in City locations?

No. Parking fees for the vending unit are included in the annual fee for a Mobile Vending Business Licence. This does not include parking for employees or extra vehicles.

Are mobile vendors responsible for their garbage, composting, and recycling?

Yes. 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 according to the Discharge Management Plan.

Are there any regulations regarding placement of signage and / or furniture?

Yes. Sign boards must be placed against the food truck to avoid any obstructions to vehicles or pedestrians. Placement of furniture such as tables and chairs are permitted only in City Park locations or where adequate open space permits.

Type of License Application

*Please check at least one

☐ New License

☐ Non- Resident (Outside City limits)

☒ Mobile Vending

☐ Seasonal License (6 months)

☐ Temporary License (30 days)

☐ Change of Business Location

☐ Change Business Mailing Address

☐ Change Owner Mailing Address

☐ Change of Business Ownership

* Letter of transfer required

* Indicates mandatory fields. These must be complete for your application to be accepted.

Business Information

*Name of Business:

*Location of Business:

*City:

*Province:

*Postal Code:

*Phone Number:

*Email Address:

Business Mailing Address
☐ Same as above

Mailing Address:

City:

Province:

Postal Code:

Owner Information

*Name of Owner:

Name of Joint Owner:

*Address:

*City:

*Province:

*Postal Code:

*Phone Number:

*Email Address:

Business Details

*Description of business being conducted:

(Please describe products or services being provided.)

License Types

*NOTE-A license must be commercial or home based if your address is within the City of Vernon.

*Is the business in a Commercial or Industrial space?

☐ Yes ☐ No

If YES, please indicate the square footage of the space you operate in.

*Square footage of location:

*Is the business sharing, renting or leasing space from an existing business?

☐ Yes ☐ No

If Yes, please indicate the name of the existing business.

*Business Name:

*Is the business Home Based

This includes contractors/businesses working out of their homes not out of a commercial location.

☐ Yes ☐ No

☐ Minor ☐ Major (may require re-zoning)

*If YES & Minor, Home Based Regulations form is required.

*Do you require an Inter-Community license?
Contractors and other service providers that need to operate business throughout the Okanagan under 1 license.

☐ Yes ☐ No

| | | |
|--|------------------------|--|
| *Do you want your license to renew annually? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| *Interior Health Approval required? Mandatory for food premises, personal services establishment, care facilities. Please contact Interior Health directly. | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Permits | | |
| *Is the business location currently under construction or going to be renovated for business? | | <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, you may require a building permit. |
| *Does the business require exterior signage on a commercial or industrial property? | | <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, you may require a sign permit. |
| Food & Liquor Services | | |
| <input type="checkbox"/> Not applicable to business | | |
| Number of seats in facility | | |
| Does your business require a Liquor License | | <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, you are required to apply for a license through the BC Liquor and Cannabis Regulation Branch |
| Personal Service Establishments | | |
| <input type="checkbox"/> Not applicable to business | | |
| Number of salon chairs | | |
| Acknowledgement | | |
| By signing this form, I hereby make application for a license in accordance with the particulars as above stated and declare that the above statement is true and correct. I undertake that if granted, the license applied for, I will comply with each and every obligation contained in all the Laws and Bylaws now in force or which may hereafter come into force in The Corporation of the City of Vernon. I further understand that if this application involves the use of premises for business purposes that they may not be occupied until they have been inspected by the authorities concerned and a license issued. I also understand that if I am no longer operating my business, it is my responsibility to cancel my license with the City of Vernon to avoid renewal and charges. | | |
| | | |
| Name of Applicant (printed) | Signature of Applicant | Date |
| Note: There will be a non-refundable application fee (in addition to the License fee as calculated). For an explanation of regulations and fees, please review the Business Licences Bylaw #5480 and the Fees & Charges Bylaw #3909 by visiting www.vernon.ca | | |
| Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used only for the purposes of responding to your request. The information on this form is collected under the authority of the current City of Vernon Business License Bylaw for the purposes related to this bylaw. Business Licences issued as a result of the application will be routinely available to the public. Any questions regarding the collection, retention and distribution of the information should be directed to the City of Vernon Head of Freedom of Information. | | |



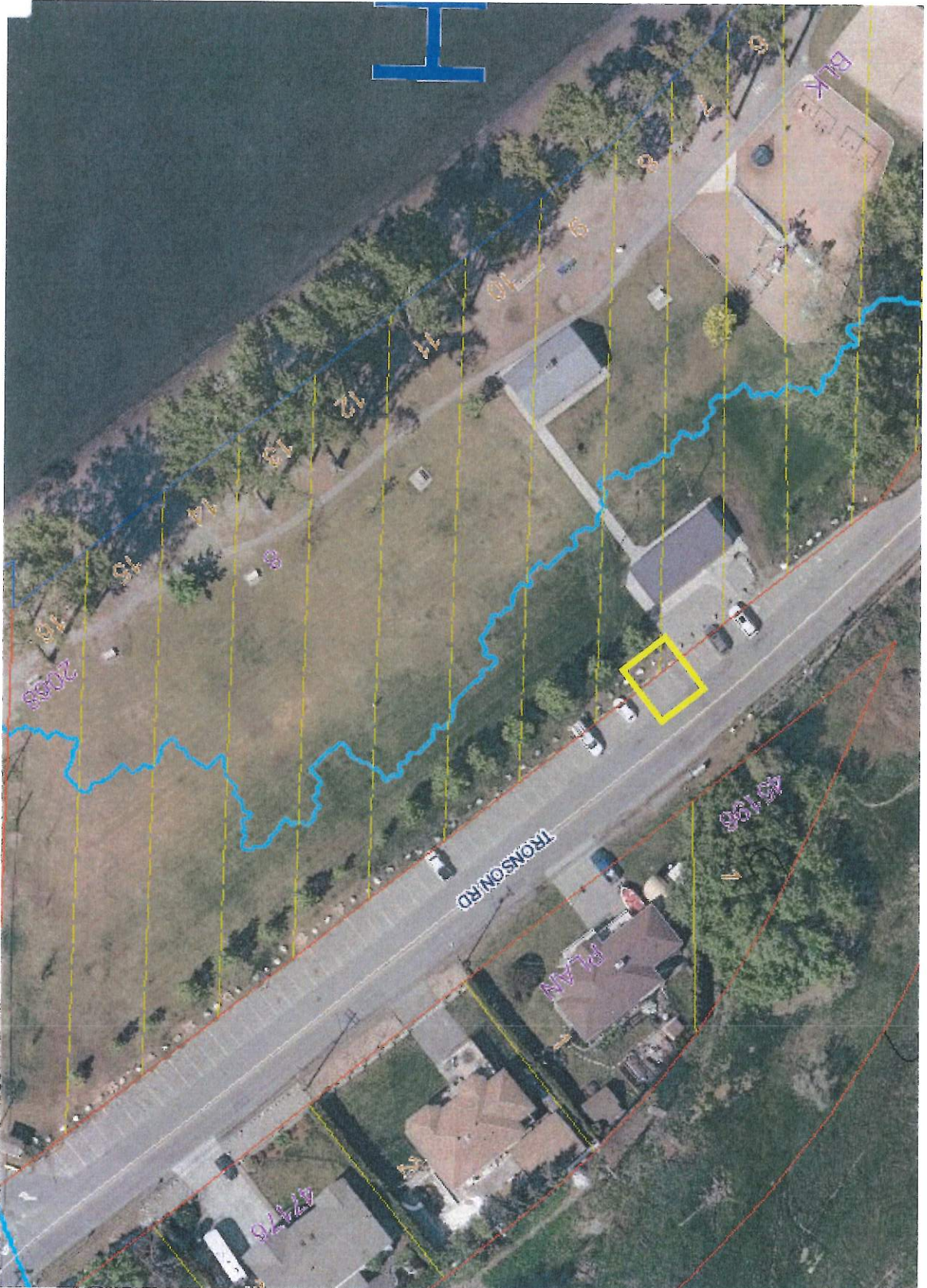
Polson Park Location 1 & 2



Marshall Field Location #1



Marshall Field Location #2



Kin Beach Location #1



Mobile Vending at Civic Locations