



FOOD TRUCK APPLICATION GUIDE & FAQs

If you're a food truck owner or operator wishing to operate in the City of Courtenay, this guide will assist you with the application process for a Mobile Food Vending Business Licence.

Application Form, approvals, inspections, and documentation

The following items must be included with your application. Incomplete applications will be returned to the applicant. If you have any questions, please contact the Development Services Department at 250-334-4441 or email businesslicence@courtenay.ca

Requirement	Details
1. City of Courtenay Mobile Food Vending Business Licence Application Form	Available at www.courtenay.ca/foodtrucks Contact: City of Courtenay Development Services 830 Cliffe Avenue businesslicence@courtenay.ca 250-703-4835
2. Island Health Approval	Links to forms and other important information at http://www.viha.ca/mho/food/ Contact: Health Protection Environmental Services 355-11th Street, Courtenay, BC HPES.Courtenay@viha.ca 250-331-8596
3. Proof of Motor Vehicle Insurance (Food Trucks and Food Trailers)	
4. Fire Department Approval	Food trucks must be compliant with NFPA 96 standards for ventilation and fire suppression. Once a completed business licence application has been submitted to the City of Courtenay (City Hall) the Courtenay Fire Department will then be scheduled for an inspection of your food truck at the Courtenay Fire Hall. The Fire Inspectors will also ensure you have the required BC Safety Authority Approvals.



5. Liability Insurance	Provide a copy of your liability insurance with the following minimum requirements: <ul style="list-style-type: none"> • Inclusive limit of \$2,000,000 and Public Liability & Property Damage; • Cross Liability Clause • City of Courtenay named as joint insured under the policy • Provide that the coverage under the policy cannot be cancelled or any provisions changed or deleted unless thirty days' prior written notice is given to the City by the insurer.
6. Discharge Management Plan	Describe how you will dispose of any fats, oils, or greases created by the business.
7. Photographs	Photos of all sides of the food truck must be provided.
8. Letter of permission from property owner (for private property locations only)	If your food truck will be located on private property, you must provide written permission

Fees

Private Property	City Park Locations
\$150	\$450

Food Truck Locations

City of Courtenay Parks

Food trucks licenced for use in City of Courtenay parks are permitted to operate at following sites (see City Park Location Maps on pages 5 to 7). Please see page XX for booking instructions.

Location	Total Food Truck spots	Details
Lewis Park	4	<ul style="list-style-type: none"> • west of playing field near river and washrooms • north of playing field to the right of the park entrance <p><i>Please note: (On selected dates, food truck spots would be unavailable due to special events in the park)</i></p>
Airpark	2	Grassy median off Mansfield Drive, south of Rotary Skypark
Standard Park	1	Gravel parking area



How do I reserve a park location?

Food trucks interested in operating at City of Courtenay parks must first obtain a Mobile Food Vending Licence for use in City parks. Food truck park bookings are coordinated through the City of Courtenay.

A Food Truck Schedule Calendar will be maintained at www.courtenay.ca/foodtrucks

Please email businesslicence@courtenay.ca and provide the following information:

1. Name of Food Truck or Trailer
2. Requested park location(s)
3. Date(s) requested for each location

Staff will review your request; if there are no scheduling issues, we will send you an approval email and update the scheduling calendar accordingly.

Scheduling can be done up to two months in advance, and will be booked on a first-come, first-served basis. Vendors can choose to book any number of days at a time within the 2 month availability period. As a courtesy to other vendors, please cancel any park bookings you are not able to use.

Opening dates for scheduling are at 8:30 am on the first regular business day in each month as follows:

Booking Opening Date (8:30 am) *	Period Available for Booking
January 1	January 1 to February 28
February 1	February 1 to March 31
March 1	March 1 to April 30
April 1	April 1 to May 31
May 1	May 1 to June 30
June 1	June 1 to July 31
July 1	July 1 to August 31
August 1	August 1 to September 30
September 1	September 1 to October 31
October 1	October 1 to November 30
November 1	November 1 to December 31

***Requests that are received before 8:30 am on the opening date will not be accepted.**

Vendors must wait to receive approval from staff before moving food trucks to park locations. **Please note:** staff can only approve park location requests during the business week, Monday to Friday, not including statutory holidays. It may take up to 3 business days to receive an approval email.

Private Property

Licensed food trucks are permitted to operate on private property that is zoned for restaurant use, with permission from the property owner. Food trucks must be at least 30 metres away from existing brick-and-mortar restaurants. See page 8 for zoning map.



Hours of operation

Food trucks in City parks may operate during regular park operating hours, and cannot be left in place overnight.

Food trucks on private property may operate between 7:00 am and 10:00 pm.

Do I required a Mobile Food Vending Licence if I only operate at special events?

No. Food trucks that only operate at special events in the City of Courtenay are not required to obtain a Mobile Food Vending business licence. Vendors at special events fall under the Special Events Licence for each event.

Are services or utilities provided in City of Courtenay parks?

No. At this time there are no services available, and food trucks must be self-sufficient with their own water and power sources. Power generators must not create a disturbance to the surrounding area.

What about garbage and recycling?

You are responsible for keeping the area around your food truck clean and tidy. You must provide adequate waste and recycling receptacles, clean up a 10 metre radius around your food truck, and remove all collected garbage and recycling from the location once service is complete. Please help keep our city clean.

Where may I post signage?

Please place any sign boards against your food truck to avoid obstructions for pedestrians or vehicles.







