



City of Courtenay

Application for a Mobile Food Vending Licence

Food Trucks, Food Trailers, Food Carts

- New Application Change of Address *previous address:*
 Change of Owner Change of Trade Name *previous name:*

Business Name:		
Owner(s) Name:		D.O.B.:
Location of Business:		
Mailing Address of Business:		
Postal Code:	Phone:	Cell:
Email:	Home Address:	

Indicate requested type and location of mobile unit (fee charged per unit)

Mobile Food Vending Unit Type	Private Property - Food truck located at least 30 metres from existing restaurant	City Park Locations
Food Truck	<input type="checkbox"/> \$150	<input type="checkbox"/> \$450
Food Trailer	<input type="checkbox"/> \$150	<input type="checkbox"/> \$450
Food Cart	<input type="checkbox"/> \$150	<input type="checkbox"/> \$450

1. A mobile food vending business licence will not be issued until a policy number and insurance agent's name are supplied, and the minimum requirements as stated in "Business Licence Bylaw No. 2523, 2008" are confirmed.
2. I have read Section 10 of "Business Licence Bylaw No. 2523, 2008" and agree to the insurance requirement and the fee policy herein described.
3. I understand that the City of Courtenay retains the right to use any designated mobile food vending location on public property or have a public location vacated for a special event at any time.

I/WE THE UNDERSIGNED MAKE APPLICATION FOR A MOBILE FOOD VENDING LICENCE IN ACCORDANCE WITH THE INFORMATION GIVEN AND DECLARE THE STATEMENTS ARE TRUE AND CORRECT. I/WE UNDERTAKE, IF GRANTED THE LICENCE APPLIED FOR, TO COMPLY WITH EACH AND EVERY OBLIGATION CONTAINED IN BYLAWS NOW IN FORCE OR WHICH MAY HEREAFTER COME INTO FORCE IN THE CITY OF COURTENAY.

Signed:	Date:
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OFFICE USE ONLY				
REFERRALS	DATE REFERRED	INSPECTION DATE	COMMENTS	INITIAL
PLANNING DEPT			ZONING:	
FIRE DEPT				
HEALTH				
CLASSIFICATION _____ FEE _____ ROLL # _____ PAYMENT DATE _____ CUSTOMER ID _____ BUSINESS LICENCE NO. _____ DATE OF APPROVAL: _____				

MOBILE FOOD VENDING BUSINESS LICENCE FOOD TRUCKS AND TRAILERS CHECKLIST

Please provide the following information with your mobile food vending business licence application.

<input type="checkbox"/> Island Health Approval	<p>Links to forms and other important information at http://www.viha.ca/mho/food/</p> <p>Contact: Health Protection Environmental Services 355-11th Street, Courtenay, BC HPES.Courtenay@viha.ca 250-331-8596</p>
<input type="checkbox"/> BC Safety Authority Approval	<p>Electrical and gas inspections http://www.safetyauthority.ca/permits-approvals/operating-permits</p> <p>Contact: contact@safetyauthority.ca 1-866-566-7233</p>
<input type="checkbox"/> Proof of Motor Vehicle Insurance (Food Trucks and Food Trailers)	
<input type="checkbox"/> Fire Department Approval	<p>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.</p>
<input type="checkbox"/> Liability Insurance	<p>Provide a copy of your liability insurance with the following minimum requirements:</p> <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.
<input type="checkbox"/> Discharge Management Plan	<p>Describe how you will dispose of any fats, oils, or greases created by the business.</p>
<input type="checkbox"/> Photographs	<p>Photos of all sides of the food truck must be provided.</p>
<input type="checkbox"/> Letter of permission from property owner <i>(for private property locations only)</i>	<p>If your food truck will be located on private property, you must provide written permission</p>