

# MOBILE VENDING APPLICATION FORM

(Licence of Occupation to operate on City property)

OFFICE USE ONLY			PAYMENT STAMP
Application #			
<input type="checkbox"/>	New application	\$ 300	
<input type="checkbox"/>	Annual renewal	\$ 100	
<input type="checkbox"/>	For a special event on City property	\$ 100	
<input type="checkbox"/>	Licence amendment (change of location)	\$ 50	
<input type="checkbox"/>	Licence amendment (other/minor)	Free	
			STAFF INITIALS GL# 1140300-000

**Applicants are advised to consult with Development Services staff before applying.  
Note that only complete applications will be accepted.**

## APPLICATION TYPE - Check the appropriate box

- First-time/new application       Renewal (held a mobile vending licence in the previous 365 days)  
 Licence amendment       Food/beverage service part of a special event on City property

## LOCATION INFORMATION

First choice:

Second choice (optional):

Third choice (optional):

## BRIEF DESCRIPTION OF MOBILE VENDING OPERATIONS

## REQUIRED DOCUMENTATION - Provide electronically, by email

1. Waste Diversion Plan (see section 30 of the Mobile Vending & Sales Policy);
2. Confirmation of annual Fire Department inspection;
3. Letter of intent that includes the operating hours and days of the week, and any other relevant details;
4. Drawing/map that indicates the exact location of the requested parking area and location of the vehicle and its dimensions, including distance from any buildings;
5. Photograph(s) of the vending vehicle and plans for the area;
6. Interior Health approval (if food or beverages are being served);
7. A sign plan in accordance with this policy;
8. Discharge management plan that includes a description of how and where fats, oils, grease, and grey water will be disposed (if food or beverages are being served);
9. Description of electrical requirements and requests for servicing from Nelson Hydro, if any;
10. Existing Business License or proof of application.

The undersigned hereby makes an application under the provision of the Mobile Vending & Sales Policy of the City of Nelson according to the specifications on the previous page and accompanying documentation:

APPLICANT		
BUSINESS NAME:		
APPLICANT'S NAME:		
E-MAIL:	PHONE:	
MAILING ADDRESS:		POSTAL CODE:

SIGNATURE
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**A Licence may be issued after review of the proposal. No work shall begin until a Licence is issued.**

Check here to acknowledge that you have thoroughly read the Mobile Vending & Sales Policy

I declare that the information submitted in support of this application is, to the best of my knowledge, true and correct and that I will submit further information deemed necessary by the City for processing this application.

I acknowledge that all fees paid in connection with this licence are non-refundable, except as noted in the City of Nelson Fees and Charges Bylaw.

IN CONSIDERATION OF THIS LICENCE being issued, I release and indemnify the City of Nelson, its Council members, officers, employees, and agents from and against all liability, claims and other expenses of any kind which I, or any other person, may have in connection with anything said or done, the granting of this licence or any action taken or not taken, by the City of Nelson and I agree that the City of Nelson owes me no duty of care in respect of these matters.

\_\_\_\_\_ Dated this \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_  
 APPLICANT'S SIGNATURE

The City of Nelson is collecting your personal information in accordance with Section 26 of the *Freedom of Information and Protection of Privacy Act*. The City of Nelson collects your information for the purposes of administering City of Nelson programs and services, including permits and licensing services. If you have any questions, please contact the Privacy Head at 310 Ward Street, Nelson, BC V1L 4P1 or FOI@nelson.ca or 250-352-8234.