



Submit via email to [planning@camrose.ca](mailto:planning@camrose.ca)

# MOBILE FOOD VENDOR

## Business License Application

P 780.672.4428 | F 780.672.6316

[www.camrose.ca](http://www.camrose.ca)

Business Name (Operating as)			
Legal Business Name (If different)			
Business Address		Mailing Address (if different)	
City/Province		Postal Code	
Business Phone	Fax	Mobile	Other
Email		Website	
Contact Person		Title/Position	

Applicable fee	
	Mobile Food Trailer - \$165.00/year
	Mobile Food Truck—\$165.00/year
	Temporary Vendor (Tent/Stand) - \$110/year

**This License is:**  Renewable for next year

Check this box if you do NOT want to be included in the FREE City of Camrose business directory and/or interactive map of businesses.

What products will you be providing: \_\_\_\_\_

Public Land Locations:

- Bill Fowler Center
- Camrose Aquatic Center
- Camrose Recreation Center
- Jubilee Park
- Camrose Community Center
- Grand Park
- Stoney Creek Center

Privately Owned Locations:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Acknowledgement of Responsibility:

Information on Policies and Bylaws can be located on the City of Camrose website at [www.Camrose.ca](http://www.Camrose.ca)

- I am aware of and have read the Business License Bylaw which regulates Mobile Food Vendors.
- I agree to operate my business as outlined in the Business License Bylaw.
- I am aware that a business license is non-transferable for ownership, use or location change without reapplication for the change of information.

Applicant Name/Signature ( <i>print, type or sign</i> )	Date
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## Private Location Requirements:

- Owner Consent required for all private property locations.
- Site Map showing where the Mobile Food Vendor will be located.
- Photos and dimensions of Mobile Food Vendor Unit (Inside and Outside).
- Dimensions of Unit: Height: \_\_\_\_\_ Width: \_\_\_\_\_ Length: \_\_\_\_\_ Weight: \_\_\_\_\_

Administration will forward your application to the following for consideration:

- Alberta Health Services
- Safety Code Department
- Fire Inspector
- Business Licensing Officer

## Public Land Location Requirements:

- Site Map showing where the Mobile Food Vendor will be located.
- Photos and dimensions of Mobile Food Vendor Unit (Inside and Outside).
- Dimensions of Unit: Height: \_\_\_\_\_ Width: \_\_\_\_\_ Length: \_\_\_\_\_ Weight: \_\_\_\_\_

Administration will forward your application to the following for consideration:

- Alberta Health Services
- Safety Code Department
- Fire Inspector
- Business Licensing Officer

Once Approval is obtained from the Licensing Officer a Lease Agreement, Indemnity Agreement or other Agreement as requested by the Licensing Officer. Lease Agreements and Public land locations can be discussed with Community Services at 780-672-9195.

### FOR OFFICE USE ONLY

Safety Codes Officer	Date Signed
Health Inspector	Date Signed
Fire Inspector	Date Signed
Licensing Officer Signature	Approval Date
License Number	Date Entered

## **MOBILE FOOD VENDOR EXCERPT FROM BUSINESS LICENSE BYLAW:**

10.6.1 A Mobile Food Vendor must obtain a valid Business License for each mobile unit.

10.6.2 The License Officer may issue a Temporary License to a Mobile Food Vendor.

10.6.3 The Applicant for a Mobile Food Vendor Business License shall submit the following to the License Officer prior to a Business License being issued:

- a) a copy of the Alberta Health Services approval for the mobile unit;
- b) If operating on private property, an authorization letter from the owner of that property;
- c) If operating on public lands owned or maintained by the City, a lease agreement, indemnity agreement, or other such agreement as required by the License Officer;

10.6.4 Mobile Food Vendors are not permitted to conduct business on any public roadway unless the roadway is closed to thru traffic as part of an approved Special Event Permit.

10.6.5 A Mobile Food Vendor Licensee must submit a new site plan and obtain approval from the License Officer prior to changing their location or deviating from the site schedule provided within their License.

10.6.6 A Mobile Food Vendor Licensee shall ensure that during operation, whether on private or public property, the motor vehicle or trailer used by the Mobile Food Vendor is not parked within:

- a) 3 meters of a building entrance or exit;
- b) 6 meters of an intersection;
- c) 3 meters of a back alley or lane;
- d) 3 meters of another Mobile Food Vendor;
- d) 10 meters of the property line of any residential development;
- e) 25 meters of an existing eating establishment; and
- f) 50 meters of a school

10.6.7 For the purposes of subsection 10.6.6, the measurement for setbacks from adjacent uses shall be taken from the building, not the property line.

10.6.8 A Mobile Food Vendor shall not obstruct access to a fire hydrant, driveway, loading zone, or emergency access.

10.6.9 A Mobile Food Vendor shall be permitted to have two (2) temporary signs located on-site and in close proximity to the vehicle or trailer. For clarity, the Applicant shall not be required to obtain a separate permit for the temporary signs provided that such signs comply with the information submitted to the City with the Application.

10.6.10 A Mobile Food Vendor Applicant shall submit a general plan to the City with their Application, providing:

- a) the location of all sites where the Mobile Food Vendor proposes to operate as well as the dates and times when the Mobile Food Vendor proposes to operate at such sites;
- b) a layout plan for each site that the Mobile Food Vendor proposes to operate at, that includes the location where the Mobile Food Vendor will operate on the site and the location of any seating, tables, garbage containers, temporary signage or other items relating to the Mobile Food Vendor.

10.6.11 Unless the Mobile Food Vendor is part of an event with an approved Special Event Permit, a Mobile Food Vendor shall only operate between the hours of:

- a) 7:00 AM - 11:00 PM Monday to Saturday; and
- b) 8:00 AM- 10:00 PM Sunday or any statutory holiday.

10.6.12 There shall be no public consumption of food or beverages within the vehicle or trailer used by the Mobile Food Vendor.

10.6.13 Mobile Food Vendors shall ensure they provide and maintain garbage disposal containers on any site they operate on. Further, Mobile Food Vendors shall ensure that both the site they operate on and any adjacent lands are left in a reasonable state, free from garbage or damage attributed to their operation, following their operation.