

It is the responsibility of the applicant to contact:
Health Inspector at 780.679.2980
Fire Inspector at 780.672.2906

Account Number: _____
Roll: _____
Lot/Block/Plan: _____
Receipt Number: _____

Type of License Application:		
*Please check one:		
<input type="checkbox"/>	Mobile Food Trailer	<input type="checkbox"/> Change of Mailing Address
<input type="checkbox"/>	Mobile Food Truck	<input type="checkbox"/> Change of Business Ownership
<input type="checkbox"/>	Temporary Vendor (Tent/Stand)	
Business Information		
*Name of Business: _____		
*Provincially Registered Business Name (If Applicable): _____		
*Location of Business: _____		
*City: _____	*Province: _____	*Postal Code: _____
*Phone Number: _____		*Email Address: _____
*Contact Person _____		*Title/Position _____
Business Mailing Address		
<input type="checkbox"/> Same as above		
Mailing Address: _____		
City: _____	Province: _____	Postal Code: _____
Business Details		
*Description of business being conducted: (Please describe products or services being provided.)		
Public Land Locations:		Privately Owned Locations:
<input type="checkbox"/> Bill Fowler Center <input type="checkbox"/> Camrose Recreation Centre <input type="checkbox"/> Camrose Community Centre <input type="checkbox"/> Grand Park <input type="checkbox"/> Stoney Creek Centre <input type="checkbox"/> Camrose Aquatic Centre <input type="checkbox"/> Jubilee Park		<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
Private Location Requirements:		
<ul style="list-style-type: none"> 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: _____ 		
Public Land Locations Requirements:		
<ul style="list-style-type: none"> 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: _____ 		

Once Approval is obtained from the Licensing Officer a Lease Agreement, Indemnity Agreement or other Agreement as

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 City of Camrose. 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 Camrose to avoid renewal and charges.

Name of Applicant (printed)	Signature of Applicant	Date
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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 Licenses Bylaw #3003-18 and the Fees & Charges Bylaw #3227-22, amended from time to time by visiting www.camrose.ca

For Office Use Only:

Building Inspector	Date Signed
Health Inspector	Date Signed
License Inspector	Date Signed
Fire Inspector	Date Signed
License Number	Date Entered

requested by the Licensing Officer. Lease Agreements and Public land locations can be discussed with Community Services at 780-672-9195.

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.

Applications can be emailed to planning@camrose.ca or in person at City Hall 5204 – 50 Avenue T4V 0S8

The information on this form is collected solely for the purpose of administering the City of Camrose's Business License Program. Where applicable the information shall be administered in accordance with the Freedom of Information and Protection of Privacy Act (FOIP)