

**New Application (\$35 per day)**

**Description of Service (i.e. coffee, ice-creams, burgers, etc):**

**LICENCEE (OWNER) INFORMATION**

<b>Licensee Name:</b>			
<b>Mailing Address:</b>			
<b>City:</b>		<b>Postal Code:</b>	
<b>Phone Number:</b>		<b>Email:</b>	

**TRADE INFORMATION**

<b>Trade Name:</b>	
<b>Licence Plate No.:</b>	
<b>Description of Vehicle:</b>	

**ADDITIONAL INFORMATION**

1. A food truck 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. 3296, 2007* are confirmed.
2. I understand that bookings for City properties must be made through the City's Recreation and Culture Department at a rate of \$35/day. I understand that the City of Campbell River retains the right to use any designated food truck location on public property or have a public location vacated for a special event at any time.
3. Due to limited site availability, cancellations are non-refundable.
4. This licence is not renewable. Applications must be made on an annual basis with updated documentation.

I/WE THE UNDERSIGNED MAKE APPLICATION FOR A FOOD TRUCK 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 CAMPBELL RIVER.

<b>Owner/Agent Signature:</b>	<b>Date:</b>
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**NOTE:** The personal information collected on this form is collected for the purpose of an operating program or activity of the City of Campbell River as authorized by Section 26 (c) of the **Freedom of Information and Protection of Privacy Act**. All information collected with this form shall be disclosed to the public upon request. Copies of drawings submitted with this application become part of the local government's records and therefore subject to the **Freedom of Information and Protection of Privacy Act**.

If you have any questions about the collection and use of this information, please contact the Legislative Services Manager at 250-286-5700.

## FOOD TRUCKS AND TRAILERS CHECKLIST

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

<b>Island Health Approval</b>	<a href="#">Links to forms and other important information.</a> <b>CONTACT</b> Campbell River Health Protection and Environmental Services 200-1100 Island Highway Campbell River, B.C. V9W 8C6 <a href="mailto:HPES.Campbellriver@viha.ca">HPES.Campbellriver@viha.ca</a>   250-850-2111
<b>BC Safety Authority Approval</b>	<a href="#">Electrical and Gas Inspections</a> <b>CONTACT:</b> 1-866-566-7233
<b>Proof of Motor Vehicle Insurance (Food Trucks and Food Trailers)</b>	
<b>Fire Department Approval</b>	Food trucks must be compliant with NFPA 96 standards for ventilation and fire suppression. Please provide your fire suppression plan.
<b>Liability Insurance</b>	Provide a copy of your liability Insurance with the following minimum requirements: <ul style="list-style-type: none"> <li>- Inclusive limit of \$3,000,000 and Public Liability and Property Damage</li> <li>- Cross Liability Clause</li> <li>- City of Campbell River named as a joint insured under the policy providing 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.</li> </ul>
<b>Discharge Management Plan</b>	Describe how you will dispose of any fat, oil, or grease created by the business.
<b>Letter of Permission from property owner (for private property locations only)</b>	If your food truck will be located on private property, you must provide written permission.