



MOBILE FOOD BUSINESS LICENCE APPLICATION

The information requested in this application is necessary to fully evaluate your request for a business licence. **Completion of this form does not guarantee approval of a business licence, therefore, business must not commence before a licence is issued.** Licence fees apply to a calendar year January 1 to December 31. **Licence fees are not refundable if the application is approved.**

Type of Application: New Change of Address Change of Owner

PART 1. BUSINESS INFORMATION – Complete all fields				
TRADE NAME:		DBA: (if applicable)		
OWNER NAME:				
MAILING ADDRESS:				
EMAIL ADDRESS:		HOME PHONE NO.:		
MOBILE NO.:		BUSINESS PHONE NO.:		
PART 2. MOBILE FOOD VENDING UNIT (per unit)				
MOBILE FOOD UNIT	PRIVATE PROPERTY	CITY PARK	ON-STREET	FIXED LOCATIONS / SPECIAL ZONES
Trailer	<input type="checkbox"/> \$165	<input type="checkbox"/> \$365	N/A	N/A
Truck	<input type="checkbox"/> \$165	<input type="checkbox"/> \$365	<input type="checkbox"/> \$365	N/A
Cart	<input type="checkbox"/> \$165	<input type="checkbox"/> \$165	N/A	<input type="checkbox"/> \$165
PART 4. ECONOMIC DEVELOPMENT INFORMATION				
<p>The Economic Development Section collects data about the local economy. The information provided is summarized and analyzed to measure trends in the local economy.</p>				
OWNERSHIP STRUCTURE : (check one) <ul style="list-style-type: none"> <input type="checkbox"/> 1. Proprietorship (single owner, not incorporated) <input type="checkbox"/> 2. Partnership (multiple owners, not incorporated) <input type="checkbox"/> 3. Limited company (incorporated) <input type="checkbox"/> 4. Other: _____ 		PRINCIPAL MARKETS: What are the current principal markets for your products/services? (check all that apply) <ul style="list-style-type: none"> <input type="checkbox"/> Local -- Nanaimo area <input type="checkbox"/> Regional -- Vancouver Island <input type="checkbox"/> Provincial <input type="checkbox"/> National <input type="checkbox"/> International 		
What year was the business established in Nanaimo? _____		BUSINESS PREMISES: Do you <input type="checkbox"/> Lease / Rent or <input type="checkbox"/> Own your business premises?		
TYPE OF BUSINESS: (check one) <ul style="list-style-type: none"> <input type="checkbox"/> Locally owned and operated (independent) <input type="checkbox"/> Franchise <input type="checkbox"/> Branch (head office outside Nanaimo) <input type="checkbox"/> Other: _____ <input type="checkbox"/> Business not located in Nanaimo 				

PART 5. APPLICANT'S ACKNOWLEDGEMENT

I hereby make application for a licence in accordance with the particulars as stated in this application and declare that the information in the application to be true and correct. I undertake to supply the Licence Inspector all documents, paper or certificates both requested by this office or required by federal, provincial or local government acts and regulations. I undertake to comply with all bylaws of the City of Nanaimo and all other laws now in force or which may hereafter come into force. I also understand, payment of the business licence fee in advance does not guarantee approval of the licence and ***I cannot commence business until a business licence has been issued.***

I also understand that the City of Nanaimo retains the right to use any designated mobile food vending location or request that the location be vacated for the City's use during a special event at any time.

Signature: _____ Date: _____

Personal information provided on this form is collected under the authority of the *Community Charter, Freedom of Information and Protection of Privacy Act* and the *Business Licence Bylaw*. Your business name, address, telephone number, email and website address may be released in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection or release of your personal information may be referred to the Freedom of Information Coordinator, City Hall, 455 Wallace Street, V9R 5J6, at 250-755-4405.

BUSINESS OFFICE: Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC
MAILING ADDRESS: City of Nanaimo, Business Licence Section, 455 Wallace Street, Nanaimo, BC V9R 5J6
Telephone: 250-755-4482
E-mail: business.licence@nanaimo.ca

APPROVAL DATE

BUSINESS LICENCE INSPECTOR