

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: <i>(if applicable)</i>		
OWNER NAME:				
MAILING ADDRESS:				
EMAIL ADDRESS:		HOME PHONE NO.:		
MOBILE NO.:		BUSINESS PHONE NO.:		
PART 2. MOBILE FOOD VENDING UNIT <i>(per unit)</i>				
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>				
<p>OWNERSHIP STRUCTURE : <i>(check one)</i></p> <p><input type="checkbox"/> 1. Proprietorship (single owner, not incorporated)</p> <p><input type="checkbox"/> 2. Partnership (multiple owners, not incorporated)</p> <p><input type="checkbox"/> 3. Limited company (incorporated)</p> <p><input type="checkbox"/> 4. Other: _____</p>		<p>PRINCIPAL MARKETS:</p> <p>What are the current principal markets for your products/services? <i>(check all that apply)</i></p> <p><input type="checkbox"/> Local -- Nanaimo area</p> <p><input type="checkbox"/> Regional -- Vancouver Island</p> <p><input type="checkbox"/> Provincial</p> <p><input type="checkbox"/> National</p> <p><input type="checkbox"/> International</p>		
<p>What year was the business established in Nanaimo? _____</p>		<p>BUSINESS PREMISES:</p> <p>Do you <input type="checkbox"/> Lease / Rent or <input type="checkbox"/> Own your business premises?</p>		
<p>TYPE OF BUSINESS: <i>(check one)</i></p> <p><input type="checkbox"/> Locally owned and operated (independent)</p> <p><input type="checkbox"/> Franchise</p> <p><input type="checkbox"/> Branch (head office outside Nanaimo)</p> <p><input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> Business not located in Nanaimo</p>				

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 have read Section 8.7 and Schedule E of the Business Licence Bylaw and agree to all requirements.

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

FOR OFFICE USE ONLY

Account No.

Class Code:

Annual Fee :

SIC Code:

Date Fee Paid:

Chq Cash Debit Credit Card

Approvals Required:

Building Planning Health RCMP Fire Other

Restrictions:

APPROVAL DATE

BUSINESS LICENCE INSPECTOR