



# MOBILE FOOD VENDING BUSINESS LICENCE

City of Nanaimo Business Licence Application Guide and FAQs



# Mobile Food Vending Business Licence

## PROCEDURES, REQUIREMENTS AND PERMISSIONS

Are you interested in operating a food truck, food trailer or food cart in the city of Nanaimo? If so, this information guide will assist you in applying for a City of Nanaimo Mobile Food Vending Business Licence and provide contact information and answers to frequently asked questions.

## TYPES OF FOOD VENDING LICENCES

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**Food truck** - a motorized, mobile, self-contained vehicle that is equipped to cook, prepare and/or serve food or beverage, but does not include food trailers or food carts.

**Food trailer** - a portable, self-contained trailer that is equipped to cook, prepare and/or serve food or beverages, but does not include food carts.

**Food cart** - a non-motorized mobile cart (maximum area of 4.65m<sup>2</sup>) from which food and/or drink is dispensed and is authorized to operate on private property or at a designated food cart location.

## THE APPLICATION PROCESS

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Application forms can be found online at <https://www.nanaimo.ca/doing-business/business-licences/mobile-food-vending> or picked up in person at the Service and Resource Centre located behind City Hall.

Once the necessary supporting documentation has been obtained, submit your completed application and fees to the Business Licence Section.

Business Licence Section  
Service and Resource Centre  
411 Dunsmuir Street, Nanaimo, BC

Hours of operation: 8:00am to 4:30pm - Monday to Friday

If you have any questions, please contact the Business Licence Section at 250-755-4482 or by email at [business.licence@nanaimo.ca](mailto:business.licence@nanaimo.ca).

## Approvals, Inspections and Supporting Documents

Food vendors must submit a new business licence application each year to ensure the required documents, inspections and approvals are current. The following approvals, inspections and supporting documents must be obtained and submitted in order for your application to be approved:

REQUIRED	DESCRIPTION
<b>1. Mobile Food Vending Business Licence Application Form</b>	Please provide a completed application form and your home address as the base of operations.
<b>2. Island Health Approval</b>	Once the application is received, a referral will be forwarded to Island Health for their review and approval.
<b>3. Fire Department Approval *</b>	An inspection and written approval from the Fire Department is required. The Fire Inspectors will ensure the required electrical and/or gas safety certification decals have been obtained (e.g. TSBC, CSA, CAN/ULC). See Appendix C: Fire Department Approval Checklist for requirements.
<b>4. Motor Vehicle Insurance*</b>	Call or visit a motor vehicle insurance company for vehicle registration information and services. Photo identification and a bill of sale are required.
<b>5. 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 \$2,000,000 and Public Liability and Property Damage;</li> <li>• Cross Liability Clause; and,</li> <li>• City of Nanaimo named as joint insured under the policy.</li> </ul>
<b>6. Discharge Management Plan</b>	The plan must include where the vendor will dispose of any fats, oils, or greases created by the business.
<b>7. Photographs</b>	Please provide photos of all sides of the mobile food vending unit.
<b>8. Letter of Permission from Property Owner</b>	If locating on private property, written permission from the property owner is required.

\*These items may not be required for food carts.

## Fees

The following fees are due when applying for a Mobile Food Vending Business Licence:

UNIT TYPE	PRIVATE PROPERTY	CITY PARK LOCATIONS	ON-STREET LOCATIONS
<b>Food Trailer</b>	\$165	\$365	N/A
<b>Food Truck</b>	\$165	\$365	\$365

UNIT TYPE	PRIVATE PROPERTY	CITY PARK LOCATIONS	FIXED LOCATIONS / SPECIAL ZONES
<b>Food Cart</b>	\$165	\$165	\$165

### Other Miscellaneous Fees (if required)

\$100 deposit per key to unlock barriers and power kiosks in parks

\$150 per year for use of power (30 amp; 220 volt)

Keys to unlock barriers and power kiosks can be obtained at the Service and Resource Centre (SARC) office at 411 Dunsmuir Street. Hours of operation are 8:00am to 4:30pm - Monday to Friday.

## FREQUENTLY ASKED QUESTIONS

### Where are food trucks & food trailers allowed to operate?

Food trucks and food trailers are permitted to operate and serve the public in select park locations (see Table 1 and Appendix B: City Park Location Maps on pages 11-17) and on private property in zones that permit a restaurant use provided that written permission from the property owner is received.

Food trucks may also operate in select on-street locations (see Appendix A). On-street parking locations in downtown Nanaimo are marked with a food truck symbol (the same symbol as on the front of this guide) to aide vendors in finding the correct location.

**TABLE 1 - PERMITTED MOBILE FOOD VENDING LOCATIONS IN CITY PARKS**

Bowen Park East Parking Lot	2 vendors
Brechin Boat Ramp	2 vendors
Departure Bay	3 vendors
Diana Krall Plaza	3 vendors
Harewood Centennial Park	3 vendors
Larry McNabb Sports Zone	3 vendors
Loudon Park	1 vendor
Maffeo Sutton Park	6 vendors
May Richards Bennett Pioneer Park	2 vendors
Merle Logan Field	2 vendors
Beban Park Artificial Turf Fields	2 vendors
Pipers Lagoon Park	1 vendor
Westwood Lake Park	2 vendors

### Where is a food cart allowed to operate?

**TABLE 2 - PERMITTED FOOD CART LOCATIONS**

#### **Fixed Locations:**

- Dallas Square
- Church Street and Chapel Street
- China Steps
- City of Nanaimo parks as listed in Table 1
- Other City of Nanaimo parks as authorized by the Director, Recreation & Culture
- Other locations as authorized from time to time by the Licence Inspector

#### **Special Zones:**

- Stewart Avenue – from Newcastle Avenue to Zorkin Road
- Queen Elizabeth Promenade
- Other location authorized from time to time by the Licence Inspector

### **How far in advance can I schedule a food cart location?**

Food cart locations are scheduled daily on a first come, first served basis for each location.

### **Can I reserve a spot in a city park or on-street location?**

Designated city park locations can be reserved by food truck and trailer operators; on-street locations are available on a first come, first served basis. On-street parking spaces will not be specifically reserved for food trucks and will be available for public use when a food truck is not operating at that location.

*\*\*Please note that vendors cannot operate in on-street or park locations during a special event unless specifically invited by the event organizer. Every effort is made to ensure that the food truck calendar is updated in advance to reflect special events, however, if a scheduling conflict occurs, please be aware that the special event will take priority.*

### **How do I reserve a park location?**

Once your licence has been approved you will receive information about scheduling your food truck in city parks. Scheduling will allow food truck and food trailer vendors to reserve available park locations up to two months in advance. Please note that some park spaces are more spacious than others. It is suggested that food vendors visit desired locations prior to making a booking to ensure that the space will work for their mobile food vending unit.

### **What are the permitted hours of operation?**

Mobile food vending in public locations will be permitted during the following hours:

- On-street locations: 7:00am to 10:00pm
- Diana Krall Plaza: 7:00am to 3:00am \* *Please ensure that the food vending unit is parked in the designated parking area only as other food vending units participating in a special event will be parked in other areas of the plaza.*
- Parks: during regular park operating hours

### **Do I require a Mobile Food Vending Business Licence if I'm only operating at special events?**

No; however, a special event licence will be required from the event organizer. Please contact the Business Licence Section for more information.

**I have a Mobile Food Vending Business Licence, does that mean that I can operate during any special event?**

No. Special events such as Canada Day, Dragon Boat Festival, Marine Festival, Downtown Thursday Night Market or Blue's Festival requires a Special Event Business Licence which supersedes a Mobile Food Vending Business Licence. However, if you are interested in operating during a special event, please consider contacting the event organizer.

**Is the City of Nanaimo responsible for providing food trucks with power and water sources?**

No. Food trucks/trailers must be equipped with their own power and water sources; however, power is available in some city park locations for a \$150 non-refundable annual fee.

**Do I need to pay for parking my food truck or trailers in city park and on-street locations?**

No. Parking fees are included in the annual fee for a Mobile Food Vending Business Licence. Vendors are also exempt from hourly parking limits on city roadways where applicable. Vehicles used to pull food trailers are subject to parking fees (where applicable) and must be detached and parked separately from the food trailer.

**Are mobile food vendors responsible for their garbage and recycling?**

Yes. Vendors must:

- provide proper waste and recycling receptacles to ensure cleanliness of the adjacent area,
- clean up within a 10 metre radius after service at a location, and
- remove all collected garbage and organic waste from the location.

**Are there any regulations regarding placement of signage and/or furniture?**

Yes. Sign boards must be placed against the food truck to avoid any obstructions to vehicles or pedestrians. Placement of furniture, such as, tables and chairs, is permitted only in city park locations.

**Who can I contact if an issue arises with my on-street or park location?**

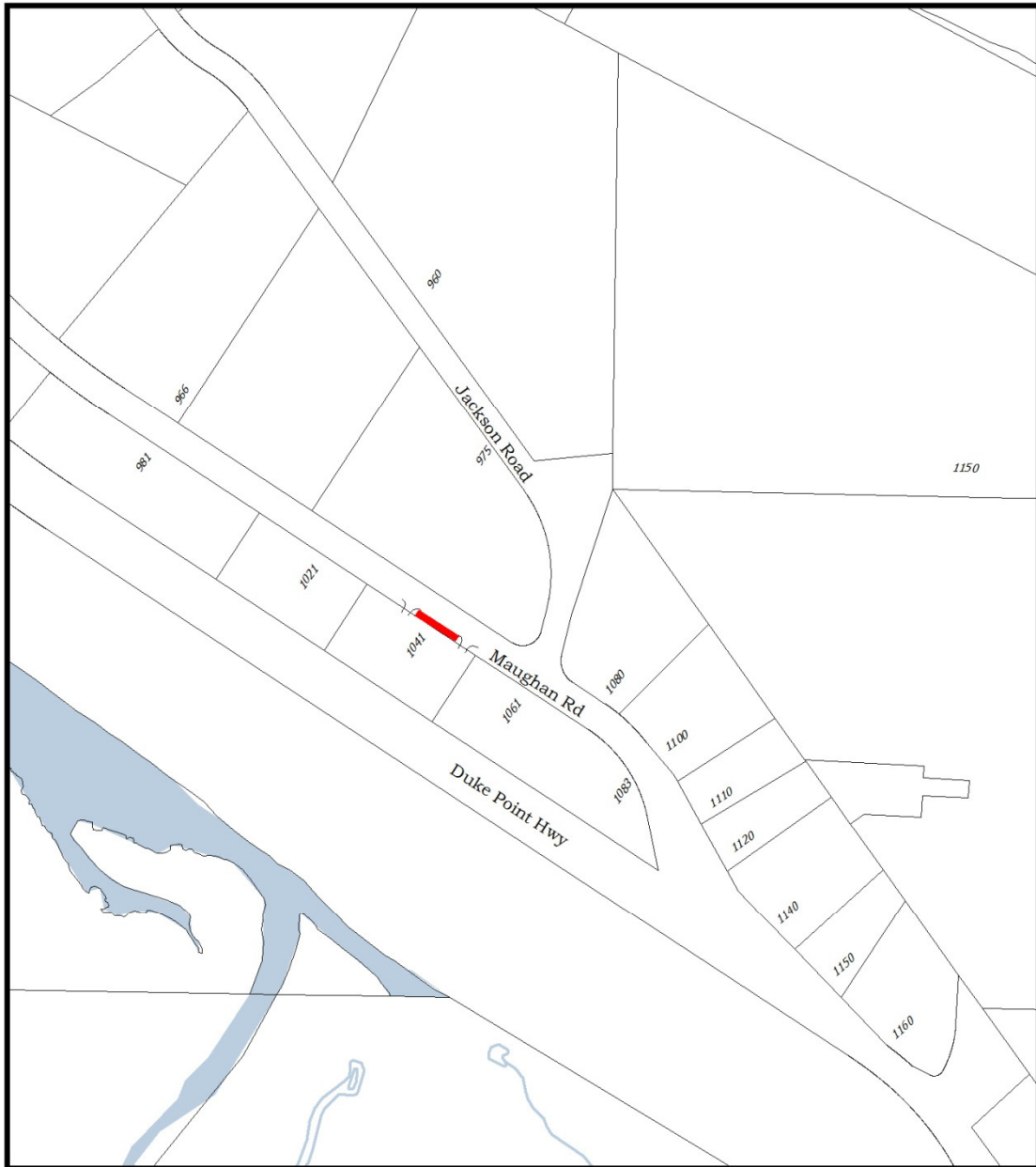
For questions or concerns during regular business hours (8:00am to 4:30pm – Monday to Friday), please contact the Business Licence Section at 250-755-4482. For concerns after regular business hours and/or during the weekend, please contact Public Works at 250-758-5222.

## Appendix A – On-Street Location Maps









Map 3 On-Street Food Truck Locations



Food Truck Locations

## Appendix B: City Park Location Maps




**Bowen Park, East Parking Lot**  
**2 Vendors Permitted**

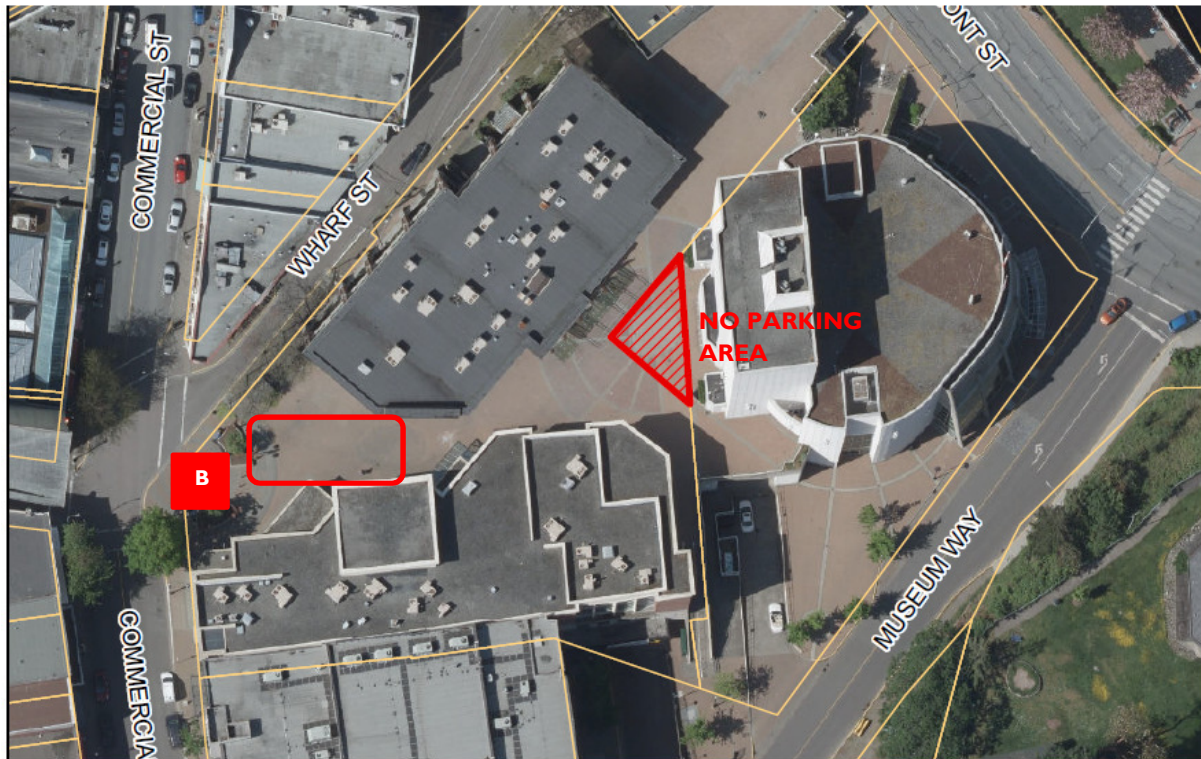


**Brechin Boat Ramp**  
**2 Vendors Permitted**



 Permitted food truck parking areas

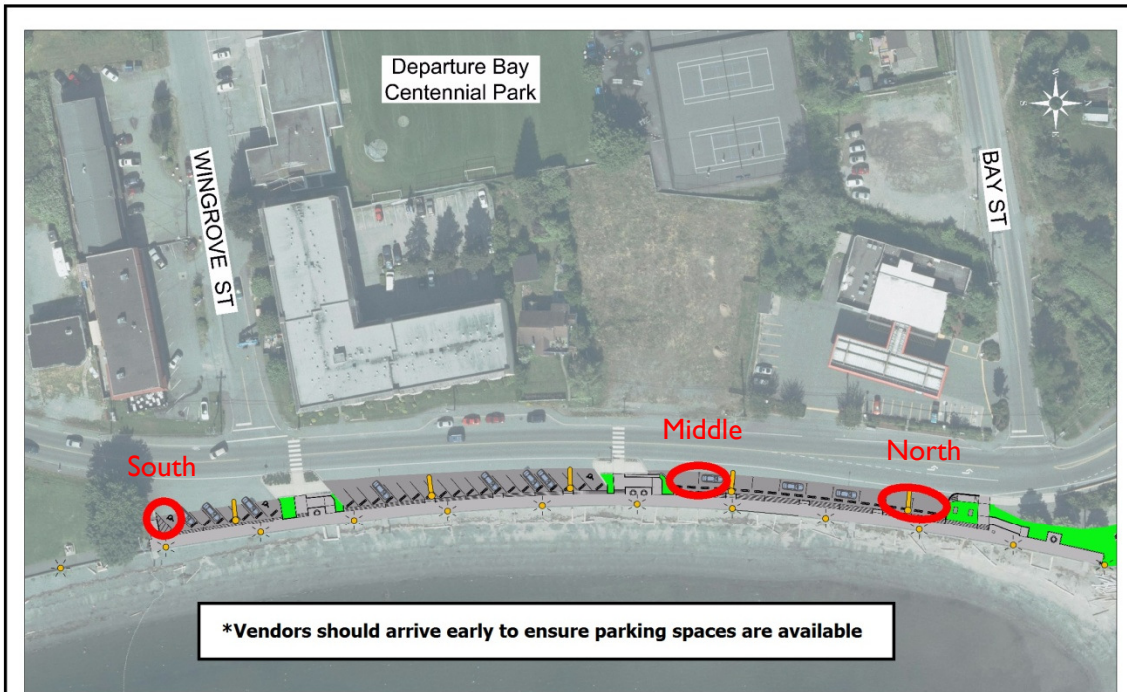




**Diana Krall Plaza**  
**3 Vendors Permitted**

**Power available**  
**Barrier requiring key**

 Permitted food truck parking area




**Departure Bay  
3 Vendors Permitted**

Power available at each location



**Harewood Centennial Park  
3 Vendors Permitted**



 Permitted food truck parking areas





**Larry McNabb Sports Zone**  
**3 Vendors Permitted**

 Permitted food truck parking areas




**Loudon Park**  
**1 Vendor Permitted**



**Maffeo Sutton Park**  
**6 Vendors Permitted**

**B** Barrier requiring key  
Power available

 Permitted food truck parking areas





**May Richards Bennett Pioneer Park**  
**2 Vendors Permitted**



**Merle Logan Field**  
**2 Vendors Permitted**

 Permitted food truck parking areas





**Pipers Lagoon Park**  
**1 Vendor Permitted**



**Westwood Lake Park**  
**2 Vendors Permitted**

**B** Barrier requiring key  
Power available



 Permitted food truck parking areas

## **Appendix C: Fire Department Approval Checklist**

### **Fire Extinguisher**

- A fire extinguisher with a minimum 2A:10BC rating must be provided and mounted in an unobstructed location.
- The fire extinguisher must be inspected annually by an approved agency. A service tag must be visible.

### **Gas Safety**

- Mobile food service equipment must be built to the relevant sections of the CAN/CSA B149.1 Natural Gas and Propane Installation Code, and the CAN/CSA B149.2 Propane Storage and Handling Code.
- Gas installations must bear an approved decal from Technical Safety BC or, alternatively, must be certified and labeled by a Certification Organization accredited by the Standards Council of Canada (e.g. CSA, CAN/ULC, ETL).
- Once a gas product approval decal has been affixed, the gas equipment cannot be modified in any way without a new installation permit. New installation will require an updated decal.

### **Electrical Safety**

- All electrical installations and appliances are required to have appropriate certification and/or listing (e.g. Technical Safety BC, CSA, CAN/ULC, ETL).
- Electrical equipment shall be used and maintained as not to constitute an undue fire hazard.
- Combustibles shall be kept at least one metre from electrical panels.

### **Wood Burning**

- Wood burning appliances are required to have appropriate certification and/or listing (e.g. CSA, CAN/ULC).

### **Grease Laden Vapours**

- Deep fryers must be approved commercial appliances. Residential deep fryers will not be accepted.
- Enclosed cooking units creating grease laden vapours require a kitchen exhaust and automatic suppression system conforming to NFPA 96.
- Fixed suppression systems shall be serviced bi-annually by an approved technician. A service tag must be visible.
- Instructions for manually operating the fire protection system shall be posted conspicuously in the cooking area.
- A Type K fire extinguisher must be provided when vegetable or animal oils and fats are used for cooking. The extinguisher must be inspected annually by an approved agency. A service tag must be visible.
- Where a hazard is protected by an automatic suppression system, a placard shall be posted near the Type K extinguisher that states: "The fire protection system shall be actuated prior to using the fire extinguisher".
- Hoods, grease removal devices, fans and ducts must be cleaned and serviced every six months by a qualified service technician. A service tag must be visible.

### **Cooking Outside**

- Cooking and/or grilling shall not be conducted under any plastic or fabric tents, tarps or awnings.
- Stand-alone stove or burners and self-contained cooking appliances located outside shall be supported as per manufacturer's specifications and kept away from combustibles (do not place directly on ground).
- A guard/barrier not less than one metre high must be provided to act as a barrier between the public and cooking appliances.

### **Fire Department Inspection and Approval**

- Fire Department inspections are conducted at 1900 Labieux Road, Nanaimo Fire Training Center by appointment only.
- Any alterations or modifications to a previously accepted cooking configuration must be re-inspected.

If you have any questions please contact a Fire Prevention Officer at 250-753-7311 or by email at [FLPD@nanaimo.ca](mailto:FLPD@nanaimo.ca).