



MOBILE FOOD SERVICES - PILOT PROGRAM 2022 APPLICATION FORM

Submit an application for preferred slot(s) by **Monday May 30, 2022**. For inquiries please contact licence@cnv.org or 604-985-7761.

A. VENDOR INFORMATION

1. Applicant Name	
2. Business Name (Must be the same as on CNV Business Licence)	
3. Type of Business (Select one)	Food Cart Food Truck
4. Business Licence Number	
5. Contact Email	
6. Contact Phone Number	
7. On Site Contact (If different than above)	
8. Business Mailing Address	
9. Describe Food Services Provided	
10. Health Certification (attached)	Yes No
11. Insurance (attached)	Yes No
12. Participate in post pilot program survey	Yes No
Park Use Permit: Zero Waste/ Recycling Plan - For Locations #: 1, 2, 4, 6, 7, 8, 13 Permitted activities in North Vancouver Parks must provide a Zero Waste/ Recycling Plan. All permitted activities are required to follow the Metro Vancouver Materials Ban. Please visit the "Guide to Creating Zero Waste Events" to assist with your waste management plans. Please provide a summary of your Zero Waste Plan here:	

B. SLOTS REQUESTED

	Date (Month/Day)	Location Number (See Map)	OFFICE USE ONLY
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

Yes, I would like to be contacted if there are additional slots available in addition to the ones I have requested above.

I Agree to the Conditions Below

Applicant Signature: **Date:**

SPECIFIC CONDITIONS OF THIS APPLICATION

1. Food Trucks and Food Carts that operate as Mobile Food Services¹ (MFS) in the City of North Vancouver are required to have a valid City of North Vancouver business licence for each vehicle.
2. As a requirement to obtain a business licence, each MFS operator must carry Commercial General Liability Insurance coverage that names the City of North Vancouver as an additional insured to the policy. MFS owners are required to provide and maintain liability insurance coverage that meets the following minimum requirements. Should you have any questions regarding insurance requirements, please contact the Insurance and Risk Advisor at insurance@cnv.org or 604-983-7302.
 - Inclusive limit of \$5,000,000;
 - Cross Liability Clause;
 - \$2 million automobile liability insurance;
 - City of North Vancouver named as an Additional Insured; and
 - 30 day written notice of any material change or cancellation of Policy.
3. The Business Licence must be displayed on the Food Truck or Food Cart while in operation. The business licence does NOT give the MFS operator the right to vend food ad hoc on the City's streets as per the City's Street and Traffic Bylaw.
4. Any MFS operator carrying out business in the City of North Vancouver also has to have:
 - City of North Vancouver Fire Department approval by meeting all the requirements contained within Section 705 (4) of the Fire Bylaw No. 7709;
 - A BC Health Authority "Permit to Operate" (This can be issued by any Health Authority in BC and confirms the food handling practices meet provincial health standards); and
 - A clearance letter and confirmation of good standing from WorkSafeBC (or exemption).
5. MFS operators must prevent the disposal of any materials, including rinse or wash waters, any spilled materials or any waste, into catch-basins, streets, gutters, storm drains, or creeks.
6. No Food Truck or Food Cart or other vehicle or equipment cleaning or maintenance is to be performed on site. Food Trucks and Food Carts and other vehicles and equipment must be free of leaking fluids.

¹ Mobile Food Services in this context includes: Mobile Food Carts – this means any wagon, cart, or kiosk, or vehicle other than a Food Truck from which merchandise, food, confectionary or beverage is offered for sale on City streets at approved locations as per City Policy; and Mobile Food Trucks – this means a vehicle with cooking equipment that produces smoke or grease laden vapours in a confined compartment.

7. MFS operators must conduct daily cleanup of the location within a 10 metre radius of the Food Truck or Food Cart location. Garbage and waste must be recycled or disposed of properly off-site by the MFS operator. Use of City garbage/recycling receptacles is prohibited. Disposal of any liquid waste into adjacent bodies of water or City drains is prohibited.
8. MFS operators must provide their own independent sources of potable water and power except for operations at the Shipyards.
9. The Food Truck or Food Cart is restricted to the specific location that has been designated and approved by the City and is prohibited from remaining overnight. Food Trucks and Food Carts must not be left unattended.
10. Storage is limited to the Food Truck or Food Cart. Free-standing storage units are prohibited.
11. Food Truck or Food Cart pick-up and drop-off must occur from the adjacent street or approved parking lots. Food Trucks are prohibited from driving on sidewalks or pathways to access the designated locations. For loading and unloading, Food Trucks must obey all street and traffic bylaw provisions and obey all posted signs and restrictions.
12. Relocation of an MFS may be required on a temporary basis to accommodate City approved events or construction/repairs of City infrastructure in or close to the designated locations. Advance notice of such relocations will be given when possible.
13. Food Trucks and Food Carts must be maintained in good operating condition as well as with a high standard of appearance.
14. Approval of the Business Licence Inspector is required before making any changes to the Food Truck or Food Cart. Display boards are considered to be part of the Food Truck or Food Cart and must be approved.
15. Failure to comply with one or more of the above conditions may result in enforcement action against the Business Licence.
16. Each Food Cart is allowed two folding chairs for customers and a tent/canopy for weather protection; no additional furniture or objects are permitted.
17. Food Carts will be designed to meet the following dimensions:
 - Maximum 1.5 metres (5') in overall length.
 - Maximum 1.2 metres (4') in overall width.
 - Maximum 1 metre (3' 3") solid bottom of kiosk with additional 1 metre (3' 3") of clear open structure above.
18. The following information must be included with the application for a slot(s):
 - A colour photo or detailed plan of the Food Truck or Food Cart;
 - Dimensions of the Food Truck or Food Cart;
 - Proposed signage;

- A description of the proposed products to be sold and methods of preparation/storage;
19. The MFS operator shall at all times accept full responsibility for any accident that may occur, or damage that may be done to any person or property whatsoever, caused directly or indirectly by the use and occupation of the designated slot area (Temporary Use Area) and shall release, save harmless and keep indemnified the Corporation of the City of North Vancouver from all claims and demands whatsoever in respect of such use and occupation.
 20. The MFS operators shall notify the City's Bylaw Department at 604-982-8302 if unauthorized vehicles are parked in the area specified on the permit and clearly marked with signage.
 21. The City of North Vancouver will not refund or reimburse permit fees if the applicant is not able to utilize the issued slot due to circumstances outside of the control of City including but not limited to: unauthorized removal of the temporary no parking signs, illegally parked vehicle(s) at the designated temporary no parking zone, and/or lack of a timely response by City Bylaw Enforcement or RCMP when notified by the applicant/permit holder.

