

5 STEPS TO A MOBILE VENDING BUSINESS LICENCE

Are you interested in operating a mobile vending business, food truck, sidewalk vendor, or pushcart in Smithers? This information guide will help you apply for a Mobile Vending Business Licence from the Town of Smithers. A Business Licence is required for anyone conducting business within the town. Mobile restaurants and vendors must follow specific regulations and obtain a Town of Smithers **Mobile Vending**

1 Types of Mobile Vendors.

Business Licence. To ensure your business licence is issued promptly, please follow these simplified steps. A **Mobile Vendor** is an individual with a valid Business Licence who operates from a mobile vehicle or stall, selling goods, merchandise, packaged food, and other items, but not prepared-to-order food or beverages. A **Mobile Restaurant** is a type of mobile vendor that exclusively serves prepared-to-order food or drinks from a self-contained unit, which can be a truck, van, trailer, or cart. A **Sidewalk Vendor** operates a non-motorized pushcart on the sidewalk to sell goods and a **Pushcart** is a device moved by human power, used to offer products to the public on sidewalks. For further details see the [Mobile Vending Bylaw](#).

2 Requirements to Operate.

To receive a Mobile Business Licence or Mobile Food Vendor Business Licence, applicants must obtain the applicable documentation: Applications for a Mobile Food Vendor Licence require a Fire Department Inspection to receive a Bulkley Valley Food Vendor Sticker. And a Licence of Occupation. Also, a Northern Health Permit to Operate, Proof of adequate Workers' Compensation coverage (if required), evidence of Comprehensive Public Liability Insurance coverage of \$2,000,000 (Town of Smithers as additional Insured Party) and Payment of the Mobile Vending Fee. Where applicable, Automobile Insurance for Public Liability is \$1,000,000. The Town of Smithers also requires a signed excerpt of Section 3. of the Mobile Vending Bylaw. By fulfilling these requirements, applicants can ensure compliance.

3 Submit a Complete Application.

You will be contacted to arrange a licence inspection, if necessary. Once your application is approved, you will need to pay for the Mobile Food Vendor Licence based on the fee category in the Fees and Charges Bylaw. The timeline to review and approve an application takes 2-4 weeks, assuming all submitted information is complete.

4 Signage.

You may need additional permits, such as a **Sign Permit for a Sandwich Board**. If you are putting up signs, you will need to obtain a sign permit, and must comply with the [Signage Bylaw](#)

5 Open for Business.

Once you have your **Mobile Vendor Business Licence** and required permits, you are permitted to operate. You can use the online reservation system to reserve a location. Be sure to display your Business Licence in a visible location at your place of business.

In addition to the requirements outlined in the “5 Steps to a Business Licence” guide, please see the following:

ALL MOBILE RESTAURANTS & MOBILE VENDORS MUST

- ☐ For private property: Submit written permission from the property owner.
- ☐ Conduct business for no longer than **three days** per week on a parcel of land on a **single property or Designated Mobile Vending Area**.
- ☐ For mobile restaurants: Complete a **Fire Department Inspection** and display your **Bulkley Valley Food Vendor Sticker** on your vehicle dashboard.
- ☐ For mobile restaurants: Provide a copy of your inspection approval from **Northern Health**.
- ☐ For mobile vendors, if within **30 metres** of other like retail vendors, submit written permission from those business owners. If permission is not granted, you will not be approved to locate within 30 metres of the other business.
- ☐ For mobile restaurants, if within **30 metres** of fixed restaurants, cafes, coffee shops, snack bars, dining lounges, drive-in restaurants, delicatessens and lunch counters, submit written permission from those business owners.
- ☐ For mobile restaurants, keep the vending site tidy within **30 metres** of operating location by providing waste receptacles to help staff and customers correctly sort litter into 3 streams (mixed paper, recyclables and landfill garbage), monitor to prevent contents overflowing and remove from site at end of business operation.
- ☐ Submit a completed **Business Licence Application** to the Town of Smithers.

REQUIREMENTS TO LOCATE ON TOWN PROPERTY OR ROAD RIGHT-OF-WAY:

- ☐ Submit an application on the Town website (i.e. where you would like to set-up, specific days and any special requests) and **pay the Mobile Vending fee**.
- ☐ Provide **proof of adequate workers' compensation** if there are one or more employees.
- ☐ If within a municipal park, submit written permission from any groups sponsoring sports events and activities.
- ☐ Without written permission from the groups handling sports events and activities, the mobile vendor or mobile restaurant shall be set up at least 150 metres away from the sports event or activity.
- ☐ **Licence of Occupation Agreement** including proof of the following **insurance coverage**:
 - Comprehensive public liability insurance and property damage insurance providing coverage of at least \$2,000,000 inclusive against liability for bodily injury or death or damage to property on an all-risk basis, including **the Town as Additional Insured**.
 - Automobile insurance for public liability and property damage providing coverage of at least \$1,000,000 inclusive on owned, non-owned, or hired vehicle