



BUSINESS LICENSE APPLICATION MOBILE VENDING SERVICE

Town of Stony Plain
4905-51 Avenue
Stony Plain, Alberta
T7Z 1Y1
Tel: (780) 963-2151
Fax: (780) 963-0935

Please visit www.bizpal.alberta.ca to determine if you require additional licenses & permits.

- New Resident Non -Resident Change of Address
 Tri-Municipal (resident businesses only)

Section 1	Principal Owner/Licensee Information	
Legal Business Name:	Bus. Lic.#	
Operating Name:	Acct. #	
Business Address:		
Mailing Address:		
City:	Province:	Postal Code:
Business Phone:	Business Cell:	
Website:	Email:	
Contact Name:	Title:	
Type of License:		
<input type="checkbox"/> Daily License Start Date _____ End Date _____ <input type="checkbox"/> Annual License		
Section 2	Mobile Vending Unit Information	
Mobile Vending Unit Type:		
<input type="checkbox"/> Food Truck <input type="checkbox"/> Ice Cream Truck <input type="checkbox"/> Trailer <input type="checkbox"/> Sidewalk Cart <input type="checkbox"/> Table/Stand <input type="checkbox"/> Other _____		
Description of Product or Service:		
Mobile Vending Vehicle Information:		
Make: _____ Model: _____ Year: _____ License Plate # _____		
Section 3	<i>List three addresses where you wish to locate your mobile vending unit in order of preference (maximum 3 locations)</i>	
Municipal Address 1:	Hours of Operation:	Days of the week: S M T W T F S <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Municipal Address 2:	Hours of Operation:	Days of the week: S M T W T F S <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Municipal Address 3:	Hours of Operation:	Days of the week: S M T W T F S <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

I have read and understand the Mobile Vending Guidelines and agree to adhere to the conditions within the guidelines.

Signature: _____ Date: _____

This personal information is being collected for the Town of Stony Plain under the authority of Section 33c of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used to collect information regarding Business License Application. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-963-2151.



TOWN OF STONY PLAIN MOBILE VENDING GUIDELINES

1.0 PURPOSE

These guidelines outline the procedures to obtain a business license to operate a mobile vending service within the Town of Stony Plain.

2.0 SCOPE

These guidelines govern the application and approval requirements of the Town to issue a business license for a mobile vending unit within the Town of Stony Plain.

3.0 OBJECTIVE

To regulate the sale of food, products, or the provision of services at approved locations. The sale of food items by a mobile vendor must also be approved by Alberta Health Services.

4.0 POLICY

Business licenses are regulated by the Town of Stony Plain Business License Bylaw. These guidelines provide a framework to regulate mobile vendors to operate a business at approved locations.

5.0 DEFINITIONS

- 5.1 **Approved Location** means an address or physical location within the Town of Stony Plain approved for the operation of a mobile vendor.
- 5.2 **Business License** means a license issued by the Town of Stony Plain in accordance with the Business License Bylaw.
- 5.3 **Mobile Vendor** means the operator of a mobile vending service.
- 5.4 **Mobile Food Vendor** means a person selling food, beverages, snacks, ice cream or other products from a mobile vending unit which may operate at various approved locations within the Town of Stony Plain.
- 5.5 **Mobile Vending Unit** means any mobile vehicle, cart, trailer, table, or stand or other primary piece of equipment used to assist the mobile vendor in the selling or distribution of food, products, and services.
- 5.6 **Private Property** means the land owned by a person or organization that is used for their exclusive use.
- 5.7 **Sandwich Board Sign** means a sign that is double faced or "A-frame", which is set on but not attached to the ground and has no external supporting structure, illumination or electronic display and shall have a maximum surface area of 1.0 m².
- 5.8 **Special Event** means an activity supported by the Town of Stony Plain and other organizations that are hosted at Town owned facilities and parks.
- 5.9 **Town** means the Town of Stony Plain.

6.0 STANDARDS

6.1 GENERAL CONDITIONS

- 6.1.1 Non-motorized mobile vendors have the ability to be transient and move between locations with no permanent or “home” location.
- 6.1.2 Approved locations are available on a first come, first served basis subject to providing a complete application and payment of the business license fee.
- 6.1.3 Approved locations may, at the discretion of the Town, include special events that are sanctioned by the Town.
- 6.1.4 All mobile vendors are required to obtain a business license issued by the Town of Stony Plain for each mobile vending unit. The business license must be posted on the mobile vending unit and visible to the public at all times.
- 6.1.5 A business license must be obtained for each mobile vendor.
- 6.1.6 A mobile vending unit cannot be left unattended or be parked on private land after business hours.
- 6.1.7 The written consent of the private landowner must be provided with the application to operate a business on the land or premises after business hours.
- 6.1.8 A maximum of two mobile vending units may, at the discretion of the Town of Stony Plain, be allowed at each approved location.
- 6.1.9 Operations of the mobile vendors shall be conducted in a manner that does not restrict or interfere with the ingress or egress of the adjacent property owners or constitute an obstruction to adequate access by fire, police, or sanitation vehicles.
- 6.1.10 A mobile food unit must be clean, well lit, and aesthetically pleasing in appearance.
- 6.1.11 All mobile vending units shall provide self-contained potable water and power services.
- 6.1.12 Generators shall not pose a nuisance to the public, adjacent uses, or businesses. Power cords cannot create a trip hazard and must be removed daily.
- 6.1.13 Mobile vendors shall not create any disturbance or nuisance in terms of noise, vibration, smoke, dust, odour, air pollution, heat, glare, bright light, hazardous or unacceptable waste. Lights, sounds, or actions which may be a distraction for motorists and/or pedestrians are not permitted.
- 6.1.14 Portable tents, canopies, furniture and fixtures (i.e. tables, chairs, benches, counters, etc.) associated with a mobile vendor are not permitted to be set up at any location other than at a special event at locations approved by the event sponsor.
- 6.1.15 Only one sandwich board sign is permitted per mobile vendor unit and shall comply with the regulations outlined in the Land Use Bylaw Sign regulations.
- 6.1.16 Sandwich boards are to be placed against the mobile vendor units to avoid any obstructions. Sandwich board signs must not obstruct pedestrian or vehicular movement or sight lines at intersections and are subject to the regulations of the Town of Stony Plain Land Use Bylaw.
- 6.1.17 Storage of the mobile vending unit on a public street or on a residential lot is not permitted.

6.2 MOBILE FOOD VENDORS CONDITIONS

- 6.2.1 The following additional permits, application requirements, and conditions must be met by mobile food vendors prior to the approval of a business license to operate a mobile food unit within the Town of Stony Plain:
- a. A permit must be issued by the Alberta Health Services. A copy of the inspection report must be included with the application.
 - b. A Discharge Management Plan must be included with the application that must describe how and where fats, oils, grease (FOG), refuse, and litter will be disposed.
 - c. Valid motor vehicle insurance is required for each vehicle.
 - d. Proof of Public Liability Insurance with a minimum of \$2,000,000 per occurrence with the Town of Stony Plain named as an additional insured party in the certificate of insurance.
 - e. Photographs of the vehicle being used must be provided.
- 6.2.2 A mobile food unit shall not be more than:
- a. 8,000 kilograms in weight;
 - b. 2.5 metres in width; and,
 - c. 9.75 metres in length.
- 6.2.3 A mobile food unit shall supply its own power and water source. Generators are permitted providing that they do not cause a nuisance or disturbance.
- 6.2.4 Overhead awnings, canopies or doors shall not obstruct or hinder pedestrian traffic.
- 6.2.5 All elements associated with the mobile food vendor operations (including line-ups, signage, and waste receptacles) shall not cause any vehicular or pedestrian obstructions or hazards. A minimum of 1.5 metres (5 feet) wide sidewalk as a passageway for pedestrians is required.
- 6.2.6 Service windows on a mobile food unit shall be oriented towards the sidewalk. Service windows that face the street are not permitted.
- 6.2.7 Vendors shall provide proper trash and recycling receptacles for customers.
- 6.2.8 Vendors shall clean up within a 6-metre radius of their service unit at the end of each day of operations.
- 6.2.9 Vendors shall make arrangements to provide access to public washroom facilities for their employees.

6.3 AREAS APPROVED FOR MOBILE VENDORS

- 6.3.1 Private land and premises zoned for commercial, industrial, community services, and institutional uses.
- 6.3.2 Town owned facilities, parks, public recreational areas, and public parking lots with the written consent of the Town.
- 6.3.3 Special events as permitted by the event organizer.

6.4 AREAS PROHIBITED FOR MOBILE VENDORS

- 6.4.1 Mobile vendor units shall not block access to alleyways, driveways, fire hydrants or loading zones and shall not be operated within:
- a. 25 metres as measured from the nearest edge of the mobile food unit to the property line of an existing permanent food service establishment (including sidewalk vendors with fixed location).
 - b. 50 metres of a special event or festival except where the permission from the event coordinator has been obtained.
 - c. 10 metres of any intersection or cross walk.
- 6.4.2 These guidelines do not regulate or allow a mobile vendor to operate on or at:
- a. Municipal road, lane, emergency access, or a fire lane on private land.
 - b. Residential lands and premises.

6.5 LICENSING, CONSENT AND INSPECTIONS

- 6.5.1 The applicant is responsible for arranging appropriate licenses, inspections, and consents to meet the requirements of the Town that may include but is not limited to:

PLANNING & INFRASTRUCTURE: (780) 963-8598

- To apply for a business license
- For more information regarding business licenses, bylaws, and these guidelines

COMMUNITY AND PROTECTIVE SERVICES: (780) 963-8650

- To apply for a business license at a park, public area, or Town owned facility.
- Requirements of the Traffic Safety Bylaw.

FIRE DEPARTMENT: (780) 963-3551 (*an inspection fee may apply*)

- Emergency access.
- Fire extinguishers.
- Fire suppression equipment.

ALBERTA HEALTH SERVICES: The applicant is responsible to arrange appropriate licenses, permits and inspections required by the Environmental Public Health Division of Alberta Health Services by contacting:

Edmonton Zone – HSBC Building
7th Floor, Suite 700
10055-106th Street
Edmonton, Alberta T5J 2Y2
(780) 735-1800

Environmental Public Health
Edmonton Zone – Rural
205 Diamond Avenue
Spruce Grove, Alberta T7Z 3A8
(780) 342-1380

- 6.5.2 The Town and landowner consent must be provided in writing with the business license application to be accepted for processing and considered for approval.
- 6.5.3 In order to apply for a business license to operate at a special event, contact the event organizer directly.

6.6 HOURS OF OPERATION

- 6.6.1 Mobile vendors may conduct business between 7:00 am – 10:00 pm daily and/or during the same hours of a Town sanctioned special event.

6.7 ENFORCEMENT

- 6.7.1 Periodic inspections may be conducted by the Town to ensure compliance.
- 6.7.2 Upon demand of a Peace Officer, the vendor will provide a business license for inspection.
- 6.7.3 Suspension or revocation of a business license may result if the vendor fails to meet one or more of the requirements outlined in these guidelines or any other laws, regulations, or Bylaws.
- 6.7.4 An appeal of the suspension or revocation of a business license must be tendered in writing to the Town of Stony Plain in accordance with the procedures in the Business License Bylaw.
- 6.7.5 Vendors are required to comply with all laws and regulations, and obtain all permits and licenses required by relevant municipal, provincial, and federal legislation, including but not limited to:
 - a. Business License Bylaw.
 - b. Nuisance Bylaw.
 - c. Land Use Bylaw.
 - d. Traffic Bylaw.
 - e. Safety Codes Act and Fire Code.
 - f. Traffic Act.
 - g. Public Health Act.

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Stony Plain, Alberta T7Z 1Y1
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Email: planning@stonyplain.com

Business License Checklist for Mobile Vender Applications

- Business license application
- Landowner consent
- General Public Comprehensive Liability Insurance (\$2,000,000)
- Alberta Health Services Inspection (Mobile Food Vendors)
- Food Handlers Permit (Mobile Food Vendors)
- Inspection by Fire Department (Mobile Food Vendors)
- Discharge Management Plan for the collection and disposal of fats, oils, grease, refuse, and litter
- Photograph of Mobile Vending Unit
- Site Plan
- Provide copy of business license application to Municipal Enforcement Clerk