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Office Use Only

Application No.

Fee

Date Received

Mobile Vendor Application Form

FOR PUBLIC PROPERTY ONLY. Applicants must apply for a Mobile Vending Permit on an annual basis. One application can be used for multiple proposed operational sites. This application does not constitute a business license. A separate business license must be obtained prior to operation.

Applicant Information:

Name:		Mailing Address:	
Phone:		City:	
Email:		Postal Code:	

Business Name:

Type of Mobile Vending Operation (Check all that apply):

<input type="checkbox"/> Food	<input type="checkbox"/> Merchandise
<input type="checkbox"/> Beverage	<input type="checkbox"/> Services
<input type="checkbox"/> Wares	<input type="checkbox"/> Other _____

Base Location Information

(Location where mobile unit is stored or location where preparation is undertaken)

Lot(s):		Block:		Plan:	
Municipal Address:					
Will the food/orders/etc. be prepared in the mobile unit OR at the base property?					

Details of Proposed Mobile Vending Operations:

Hours of Operation

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The personal information provided as part of this application is collected under Sections 303 and 295 of the Municipal Government Act and in accordance with Section 32(c) of the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, Land Use Bylaw enforcement and property assessment purposes. The name of the permit holder and the nature of the permit are available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Municipality.

Waste and Recycling Plan
Generator Type
Noise Volumes Generated
Other Details

Site Operation Information (Include each proposed site)	
Public Property Only (Businesses on Private Property may require a Development Permit)	
Site Operation Property Information #1	
Municipal Address or intersection:	
<input type="checkbox"/>	Map of proposed location and parking plan attached
Site Operation Property Information #2	
Municipal Address or intersection:	
<input type="checkbox"/>	Map of proposed location and parking plan attached
Site Operation Property Information #3	
Municipal Address or intersection:	
<input type="checkbox"/>	Map of proposed location and parking plan attached
Site Operation Property Information #4	
Municipal Address or intersection:	
<input type="checkbox"/>	Map of proposed location and parking plan attached

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Mobile Vendor Permit General Submission Requirements

*This list is not exhaustive, is for general guidance only and is not necessarily applicable to every application.

Required Documentation:	
Application Form	<input type="checkbox"/>
Map of Proposed Location with Proposed Parking Plan Identified: Locations should be sited with parallel parking	<input type="checkbox"/>
Proof of Comprehensive General Liability Insurance: In an amount no less than \$5,000,000, indemnifying the Municipality of Crowsnest Pass against any and all damages, injuries or claims. The insurance policy will name the Municipality of Crowsnest Pass as an additional or co-insured and shall be maintained continuously as long as the permit is in effect.	<input type="checkbox"/>
Photos of the Mobile Vending Unit	<input type="checkbox"/>
Documentation of generator type, operational times, and noise volumes generated	<input type="checkbox"/>
Consent letter from the occupants of fixed commercial premises within 50 m from the Mobile Vending location Locations must be a minimum of 50 m from a fixed premises that offers similar food, beverage, wares, merchandise, or services as the Mobile Vendor, unless the Mobile Vendor holds a letter of consent from the occupant of the fixed premises.	<input type="checkbox"/>

Supporting Documentation: (May be required by Licensing Inspector and/or Bylaw Enforcement Officer upon request)	
Alberta Health Services Authorization (if applicable, i.e. when selling items intended for human consumption)	<input type="checkbox"/>
Registration for Mobile Vending Units as required under provincial legislation:	<input type="checkbox"/>
Alberta Transportation roadside development permit Mobile Vending locations within the development control zone of Alberta Transportation (i.e. within 300 m from a provincial highway right-of-way and 800 m of the centreline of a provincial highway and another public road intersection) shall not be considered as viable Mobile Vending locations unless the applicant holds a roadside development permit from Alberta Transportation.	<input type="checkbox"/>

Application Fee	
See Fees, Rates and Charges Bylaw (You will be contacted once your application has been reviewed)	<input type="checkbox"/>

Office Use Only				
Referrals Required:	<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Services	<input type="checkbox"/> Protective Services	<input type="checkbox"/> Other

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