



City of Richmond

6911 No. 3 Road
Richmond, BC V6Y 2C1
www.richmond.ca
604-276-4000

Mobile Food Vendor Application Form Public Property

Before completing this application, please read the following requirements/conditions to setting up a mobile food vending truck or cart on City-owned or City-controlled property at the City of Richmond:

- A '**mobile vendor**' as defined by [Bylaw 7360](#), means every person who sells, offers or attempts to sell, takes orders for, or solicits orders for goods (including food or beverages), services, or investments, or any other thing, at a place other than his permanent place of business, or from a vehicle, whether personally or by his agent.
- The **mobile vendor** cannot offer goods and/or services that directly compete with adjacent businesses.
- The sale or rendering of service to customers must be completed within a short transaction period.
- There should be no undue noise or offensive odours coming from the mobile vending truck or cart.
- Merchandise and/or food must be easily carried by pedestrians.
- The City will not supply any utilities or permit any discharges from the mobile vending truck or cart.
- The **mobile vendor** needs to comply with public health requirements, particularly with respect to food items and other health and safety issues, if applicable.
- Mobile vending trucks or carts must be assembled, taken down and removed the same day. The vending site is not a storage area.
- The ability to manoeuvre in and out of the site must be demonstrated.
- It is the City's preference that food being offered is healthy and/or grown locally and served in environmentally friendly packaging.
- The following items are prohibited merchandise: *alcohol, tobacco, drugs, firearms, animals or animal parts, counterfeit merchandise, weapons, religious material, and other food/merchandise not deemed acceptable by the City.*
- The **mobile vendor** must be able to secure comprehensive general liability insurance and other insurance as required.
- Mobile vendors are permitted to apply for one location per business.
- A 'licence agreement' means the agreement to be entered into between the City and the Vendor.
- A **licence agreement** will be executed in order to operate a mobile vending truck or cart on City-owned or City-controlled property in Richmond. **The annual licence fee is \$1,200.** A refundable security deposit of \$2000 is required. Should any damages to public property in your licence area occur, deductions from the deposit will be made. There is also a non-refundable property inspection fee of \$202.

The **mobile vendor** will also need to complete a **business licence** application form but only after approval of a location on public property has been given by the Economic Development Office. **Mobile vendors** are regulated under the City's [Business Licence Bylaw 7360](#) and [Business Regulation Bylaw 7538](#).



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To help process your application, please complete this form as completely and accurately as possible. The City reserves the right to request additional information.

1) Please specify the items you plan to sell:

2) Preferred locations: (refer to the [City of Richmond Mobile Food Vending - Locations Map](#) for location numbers)

3) What kind of vending unit do you intend to operate (i.e. cart, truck, cart, trailer etc.)? Please provide the dimensions. If possible, provide a photo or illustration (Note: this will be required as part of the licence agreement.)

4) What is your proposed schedule of operation (i.e. daily, a few days a week, during the lunch hour only, etc.)? Permitted hours of operation are Monday to Sunday, 10:00am to 2:00am.

5) Proposed Mobile Vending start date:

1. Year Month Day



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CONTACT INFORMATION:

First Name: _____ **Last Name:** _____

Business Name: _____

Address: _____ **Unit No:** _____

City: _____ **Province:** _____ **Postal Code:** _____

Tel.: () _____ **Cell:** () _____

Email: _____

Mailing Address: _____ **Unit No:** _____
(If different from above)

City: _____ **Province:** _____ **Postal Code:** _____

Please return the completed Application Form to:

City of Richmond
Economic Development Office
economicdev@richmond.ca
604-247-4934