



Application Process:

1. Submit application to the Economic Development Office.
2. Confirm location of operation per the [Mobile Food Vending – Locations Map](#) with the Economic Development Office.
3. Apply for a City of Richmond [business licence](#).
 - a. Vendor to submit proof of commercial kitchen address, [Richmond Fire Rescue inspection or Mobile Outdoor Food Service Unit \(MOFSU\) decal](#), [Vancouver Coastal Health permit](#)
4. Damage deposit application submitted and payment made.
5. Damage deposit site inspection completed by the City.
6. Licence agreement to operate on City property drawn up.
 - a. Vendor to submit commercial liability insurance, vehicle insurance, copy of full menu, photos and dimensions of food truck or cart, and load-in/load-out procedures
7. Licence agreement signed and payment submitted.
8. Vendor is free to operate.

Checklist (prior to operation):

- Proof of commercial kitchen address where food will be prepared
- [Richmond Fire Rescue inspection or MOFSU decal](#)
- [Vancouver Coastal Health permit](#)
- Proof of valid City of Richmond [business licence](#)
- [Security deposit form](#)
- General liability insurance: Certificate of Insurance issued by a Canadian licensed insurer or broker **Note: City of Richmond to be named as additional insured**
- Vehicle liability insurance: Copy of ICBC APV-47 form
- Copy of full menu
- Photos of food truck (all sides) and dimensions (width x length x height)
- Load-in/load-out procedure: *please include brief description of the load-in and load-out process accompanied by a simple drawing on a map. This will need to be approved by the City. The vendor may be asked to meet on-site for a load-in/load-out run through. Example below.*
- Signed Licence Agreement

City of Richmond Fee Structure

- A valid business licence is required to conduct business in Richmond.
- A security deposit of \$2000 held by the City. Deductions will be made to this deposit should there be damages to public property in the licenced area.
- At the end of the licence agreement, a property inspection fee of \$202 will be deducted from the security deposit.
- An annual sidewalk vendor licence agreement fee of \$1200 (paid annually) plus applicable taxes is required.

To operate on City property:

- Mobile food vendors on public property are only permitted at designated locations identified in the “[City of Richmond Mobile Food vending – Locations Map](#)”.
- “Permitted Hours” are Monday to Sunday, 10:00am to 2:00am, including time required for set-up and take-down of the vendor’s vehicle or cart.
- Operators must remove all equipment, trailers, vehicles, and/or carts from the site outside of permitted hours.
- Operating trucks and trailer must not exceed the designated dimensions of the location.
- As part of the licencing agreement requirements, vendor will need to show proof of insurance:
 - *comprehensive general liability insurance with a limit of not less than Five Million Dollars (\$5,000,000.00) for loss, damage, injury or death arising out of any one occurrence. The policy shall name the City and City Personnel as additional insured thereunder and indemnify and protect the City and City Personnel against all claims for any Losses, damage, injury or death to any person or persons and for damage to any public or private property occurring within or about the Licence Area or arising by virtue of the User’s occupation and/or use of the Licence Area;*
 - *property insurance for loss or damage by fire and other perils, with a limit of not less than the replacement value of the property; and*
 - *automobile liability insurance with a limit of not less than Two Million Dollars (\$2,000,000.00) for each insurable vehicle brought onto the License Area or used for the Permitted Uses.*
- Licence agreement term for permitted use of city property is 3 years, billed annually. Vendor may choose to terminate the agreement before the 3-year mark.
- Vendor will need to renew their business licence annually.

Load-in/Load-out example procedure:

ACCESS – Southbound on No. 3 Rd

Load-in

1. When safe to do so, truck will gain access to sidewalk off No. 3 Road
2. Trailer is unhooked
3. When safe to do so by allowing adequate time and space, the vehicle and trailer are driven out of the loading zone
4. Vendor’s staff will be required to have appropriate traffic control equipment

Load-out

1. When safe to do so, truck will reverse onto sidewalk
2. Trailer is re-hitched
3. When safe to do so by allowing adequate time and space, the vehicle is driven out of the loading zone.
4. Vendor’s staff will be required to have appropriate traffic control equipment

Contact Information:

Economic Development Office

Email: economicdev@richmond.ca

Phone: 604 247 4934

Richmond Fire Rescue

To schedule an inspection, visit [Richmond Fire Rescue Food Truck Inspections](#)

E-mail: fire@richmond.ca

Phone: 604-278-5131

Vancouver Coastal Health

E-mail: healthprotectionrh@vch.ca

Phone: 604-233-3147