



**FOOD SERVICE VEHICLE – SPECIAL EVENT
BUSINESS LICENCE APPLICATION
MUNICIPAL CODE CHAPTER 326 A-5**

COMPLETE DEFINITIONS AND LICENCE FEES ARE AVAILABLE ON THE CITY OF BRANTFORD WEBSITE AT WWW.BRANTFORD.CA

Food Cart

NEW APPLICATION - \$50.00 CURRENTLY LICENSED – N/A

Food Truck/Trailer

NEW APPLICATION - \$100.00 CURRENTLY LICENSED - N/A

NAME OF APPLICANT (LICENCE GRANTED TO)		NAME OF BUSINESS (OPERATING AS)	
MAILING ADDRESS		BUSINESS ADDRESS (LOCATION TO BE LICENSED)	
CITY	POSTAL CODE	CITY	POSTAL CODE
HOME PHONE	CELL PHONE	BUSINESS PHONE	FAX
E-MAIL ADDRESS		V.I.N.	

ADDITIONAL REQUIREMENTS:

<input type="checkbox"/> Cart / Truck / Trailer spec sheet;	<input type="checkbox"/> Letter from Property owner confirming permission to use the property / location;
<input type="checkbox"/> Site sketch (need to include where Cart/ Truck/ Trailer will be set-up);	<input type="checkbox"/> List of Events;
<input type="checkbox"/> Technical Standards and Safety Authority (TSSA) inspection report;	<input type="checkbox"/> Event permission received;
<input type="checkbox"/> List of operator (s) / Employee (s) including a copy of their birth certificates or drivers licenses;	<input type="checkbox"/> Event date (s)
<input type="checkbox"/> Copy of driver's licence and proof of automobile insurance for every operator of a food truck;	

PROPOSED OPENING DATE (M/D/Y)

SIGNATURE	TITLE	DATE (M/D/Y)
<i>I have the authority to bind the business/corporation</i>		

NAME IN FULL (PLEASE PRINT)

FOR OFFICE USE ONLY

LICENCE FEE	PAYMENT METHOD	CASH <input type="checkbox"/>	DEBIT <input type="checkbox"/>	MASTER CARD <input type="checkbox"/>
		VISA <input type="checkbox"/>	CHEQUE <input type="checkbox"/>	
	DATE CIRCULATED	INFORMATION RECEIVED		
BUILDING DEPT Zoning Only				
HEALTH UNIT				
FIRE DEPARTMENT				
TRANSPORTATION				
VEHICLE SPEC SHEET <input type="checkbox"/> SITE SKETCH <input type="checkbox"/> TSSA INSPECTION REPORT <input type="checkbox"/> LIST OF OPERATOR / DRIVERS <input type="checkbox"/>				
COPY OF DRIVER'S LICENCE / PROOF OF INSURANCE <input type="checkbox"/> OWNER PERMISSION GRANTED <input type="checkbox"/> EVENT LETTER (S) <input type="checkbox"/>				
EVENT DATES <input type="checkbox"/> LIST OF LOCATIONS <input type="checkbox"/>				
COMMENTS				
DATE RECEIVED	CUSTOMER NUMBER	DATE ISSUED		

Please direct any inquiries regarding this form or licence fees to the Clerk's Department 519-759-4150.
RETURN COMPLETED FORM WITH APPLICABLE LICENCE FEE TO CITY CLERK'S DEPARTMENT,
100 WELLINGTON SQUARE, PO BOX 818, BRANTFORD, ON N3T 5R7

Information on this form is collected under the authority of Section 10(2) 11 of the Municipal Act, 2001, as amended and Chapter 326 of the City of Brantford Municipal Code, and will be used in the approval process for obtaining a Business Licence. This information is subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection of personal information should be directed to the Manager of Licensing & Administrative Services, 100 Wellington Square, Brantford, Ontario N3T 2M2 (519)759-4150.

Business Licensing Municipal Code Chapter 326

Food Service Vehicle

Food Service Vehicle shall mean a vehicle not permanently affixed to the ground and capable of being moved on a daily basis, from which food intended for consumption is provided for sale, sold or is prepared, and includes a motorized, self-propelled vehicle (i.e. food truck), a vehicle that is not self-propelled, but can be towed (i.e. food trailer) and a vehicle moved by human effort (i.e. food cart). Food Service Vehicles include, but are not limited to such uses as catering vehicles, chip hut, food trucks, ice cream vending vehicle, and refreshment carts”.

Special Event

Special Event shall mean an event which is being held either as a community, social, sporting, or cultural group celebration, a grand opening of a commercial business, or other similar event, such event being acceptable to the Issuer of Licenses. The duration of the event shall not exceed 3 consecutive days.

Food Service Vehicle Special Event Licence

Food Service Vehicle Special Event Licence shall mean a business licence variant for a Food Cart and/or a Food Truck/Trailer that is valid for a 120 day period.

On April 24th, 2018, City Council passed a revised Business Licensing bylaw. As a result of this bylaw, the Outdoor Food Vendor category has been changed to Food Service Vehicles which takes effect on May 31st, 2018.

A few key highlights of the changes in Business Licensing bylaws and attached schedule are as follows:

- The organization of a **Food Service Vehicle** schedule encompasses the **former Catering Vehicle, Chip Hut, Chip Hut – Extended Menu, Ice Cream Vending Vehicle and Refreshment Cart licensees**
- Distance Location Requirements:
 - a) Distance From a Food Premise - 45 metres from the property line;
 - b) Distance From a School – Minimum 100 metres of a school between 7am and 5pm;
 - c) Distance from a Recognized City of Brantford S.E.A.T Event – Within 100 metres of boundary
- Street Operation:
 - a) No selling to the public on residential streets for longer than 15 minutes.
 - b) No selling to the public for longer than three hours on all other roads (with exception for event purposes only). Licensee must obey all parking time restrictions.
- No person shall operate a Food Service Vehicle business; on a private property line without consent of the owner; or in a residential or industrial area in a manner that interferes with normal use of sidewalks by pedestrians
- A renewal Food Service Vehicle 3 day Event Licence may be obtained past the first initial 120 days within the same licensing year and is valid for an additional 120 day cycle.
- Special Event Time Period – Effective Until September 30 2018 - Special events are to include operations that may be of a weekly or biweekly occurrence at a single location and are subject to a licence period that does not exceed September 30 2018. In order to achieve Special Event status the Food Carts and/or Food Trucks that are participating at the weekly or biweekly event are not to participate in consecutive events at the same location (must rotate participation). All other Special Event licence requirements remain.



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EVENT LISTING

FOR OFFICE USE ONLY

EVENT LOCATION	EVENT NAME	EVENT DATE	ZONING	TRANSPORTATION	LICENSING

FOR OFFICE USE ONLY

	DATE CIRCULATED	INFORMATION RECEIVED
BUILDING DEPT		
TRANSPORTATION DEPT		

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