



Mobile Food Vendor Business License Application

Application Type (Check and complete all that apply)

- ☐ Mobile Food Cart, Trailer or Truck **\$150** (annual fee)
☐ Mobile Food Bicycle **\$50** (annual fee)
☐ Change of Information **No Fee**
☐ Mailing Address
☐ Business Name
☐ Ownership

Previous Address: _____

Previous Business Name: _____

Previous Owner: _____

Applications must be submitted as a complete package for the review process to begin.

Forward the completed application form and payment to:

OR email application to solutions@citypa.com

The City of Prince Albert

1084 Central Avenue

Prince Albert SK S6V 7P3

Please make the cheque payable to: **The City of Prince Albert**

Business Information (Please print clearly)

Business Name: _____

Mailing Address: _____

Unit/Building # Street Name City Province Postal Code

Owner Name: _____ Contact (if different than Owner): _____

Phone: _____ Fax: _____

Email: _____ Website: _____

*PST #: _____ *ISC Entity #: _____

Number of Employees (Including self): Full Time _____ Part Time _____

Type of Mobile Food Unit: ☐ Bicycle ☐ Cart ☐ Trailer ☐ Truck

Dimensions of Unit: Height: _____ Length: _____ Width: _____ Weight: _____

Type of food and/or beverages being sold: _____

Please provide the following approvals:

- ☐ Approval from the Prince Albert Health District ☐ Discharge Management Plan
☐ SaskPower Gas Inspection, if required. ☐ Fire Inspection Approval
☐ Photographs of the unit or truck being used.
☐ Proof of Liability Insurance with a minimum liability limit of \$5,000,000 with the City of Prince Albert named as an additional insured.

City Locations (Please indicate where you will be operating)

- ☐ Rotary Trail (Carts & Bicycles)
☐ At on-street metered parking along River Street East between Central Avenue and 1st Avenue East
☐ At on-street metered parking along 10th Street East between Central Avenue and 1st Avenue East
☐ Adjacent to Kinsmen Park, north of 26th Street East and 26th Street West
☐ Other _____

Privately Owned Locations (Please include any written approval letters in the application package)

☐ _____

☐ _____

☐ _____

Public Information Consent

The City of Prince Albert is committed to protecting your privacy. Personal information is collected, used, and disclosed in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*, and will not be shared or used for any other purpose without your consent.

For questions, contact the City Clerk's Office at 306-953-4305 or cityclerk@citypa.com.

Do you consent to having some or all of your business information shared publicly (e.g., in a business directory)?

Please indicate which details you would like to share:

☐ Yes, I consent

Details to publicize (please check all that apply):

☐ Business Name

☐ Address

☐ Phone Number

☐ Website

☐ No, please keep ALL my information private

City Communications Consent

Do you consent to receive emails about City initiatives, surveys, and related updates?

☐ Yes, I consent

☐ No, please do not send

Please Note: This is an application only.

If your application is approved, you will receive confirmation from Community Development. Your application is not approved until you receive your license from The City of Prince Albert.

You may be required to apply for additional permits or site inspections with Community Development or other City Departments before your application may be approved.

- ❖ The *Business License Bylaw No. 32 of 2020* requires all businesses to obtain a Business License before beginning operation.
- ❖ Every license will be valid until the end of each calendar year (December 31).
- ❖ Changes to the information on the application (mailing address, ownership, business name) requires a new application to be submitted to Planning & Development Services in order for the license to be updated and considered valid.
- ❖ The City of Prince Albert license must be displayed prominently at the place of business.

For more information on licensing requirements, please call 306.953.4884 or visit our website at www.citypa.ca.

For more information on City bylaws and policies, please visit our website at www.citypa.ca.

Acknowledgement of Responsibility:

- I am aware of and have read the *Mobile Food Vendors Policy*.
- I agree to operate my business as outlined in the *Mobile Food Vendors Policy*.
- I agree to operate my business as required under the *Business License Bylaw*.
- I am aware that a business license is non-transferable for ownership, use or location change without reapplication for the change of information.
- I confirm that the information provided above is true and accurate to the best of my knowledge.

Applicant Signature: _____ Date: _____