



100 Mile House

Mobile Vendor Business Licence Guide

1-385 Birch Ave, 100 Mile House, BC

Phone: 250-395-2434

Web : www.100milehouse.com

Email: info@100milehouse.com

Mobile Vendor Business Licence Guide

A District of 100 Mile House Business Licence is required to operate a Mobile Vendor business within the District. This information guide has been developed to assist vendors that are interested in applying for a Mobile Vendor Business Licence.

Please note that if a Licensee operates a single Business in multiple different premises or locations, each Business is deemed a separate Business for licensing purposes and must obtain a separate licence for each Business. For example, a single Businesses storefront and food truck require separate Business Licences.

The Application Process

The Business Licence application form can be found online at www.100milehouse.com/businesslicence or picked up in person at the District Office.

Once the necessary supporting documentation has been obtained, submit your completed application either in person or by sending to info@100milehouse.com

District of 100 Mile House
1-385 Birch Ave, Po Box 340
100 Mile House, V0K 2E0

Hours of operation: 8:30 am to 4:30 pm, Monday to Friday

If you have any questions, please contact the office at 250-395-2434 or by email info@100milehouse.com.

Licence Renewals

Renewal notices for business licences are sent out in mid-December each year.

Mobile Vendor Business licence renewal can be done at any time of the year. The annual fee is according to the current Fees and Charges Bylaw, this fee cannot be prorated, and late penalties do not apply. All business licences expire on Dec 31st each year.

When renewing each year please provide/arrange:

- Current business information
- Interior Health Permit to Operate
- Proof of Liability Insurance
- Schedule an inspection with the Fire Department.

New Applicants

Please submit a completed Business Licence application and attach the following supporting documents at time of submission:

Requirements	Description
<p>Business Licence Application</p>	<p>Please provide a complete application form. Application forms are available online and in person.</p>
<p>Liability Insurance</p>	<p>Provide a copy of your liability insurance with the following minimum requirements:</p> <ul style="list-style-type: none"> • Inclusive limit of \$5,000,000 for Public Liability and Property Damage; • Cross Liability Clause; and • District of 100 Mile House named as additional insured under the policy. • If the vendor intends on operating at the South Cariboo Recreation Centre, it is advised to also include the Cariboo Regional District as an additional Insured. <p>(Liability insurance is not required by the District if operating only on private property)</p>
<p>Interior Health Authority (Public Health Protection Branch)</p>	<p>It is the responsibility of the vendor to contact the Public Health Protection Branch. Approval of the vendor unit must be obtained prior to the District's Business Licence approval. Please ensure that any confirmation and approval from the Public Health Protection Branch is forwarded to the District.</p> <p>For any questions please contact the Williams Lake Health Protection Office at 250-302-5000 or by email at EHDirect@interiorhealth.ca</p>

Once the above noted requirements have been completed and submitted for review, the District of 100 Mile House Fire Department will contact the vendor to arrange an inspection of the vendor unit to ensure compliance with the Mobile Vendor Information Requirements (attached as Appendix "A").

Fire Department approval must be obtained prior to Business Licence approval and issuance.

Parking on Municipal Property

Mobile vendors are only permitted to operate on Municipal property in the following ways:

- During a permitted event (with the invitation of the event organizer)
- At predesignated spaces in Centennial Park parking lot. (Prepared food vendors only)

Designated Parking spaces at Centennial Park (Appendix B) will not be reserved and are available for public use. It is the responsibility of the vendor to arrive early and ensure that parking is available for use.

Proof of Liability insurance is required for operating on Municipal property. Municipal owned property includes but is not limited to Centennial Park, Soccer Fields, Parkside Art Gallery, Airport, Community Hall, Martin Exeter Hall and the Visitor Information Centre.

Parking on Private Property

Mobile Vendors are responsible for obtaining property owner permission to operate on private property. Proof of liability insurance is not required by the District if operating only on private property.

Operating during Events

Mobile Vendors are responsible for obtaining an invitation and/or permission to participate in events and operate within the event location. Designated food vendor parking spaces at Centennial Park parking lot are not available during permitted park events due to limited parking.

Water and Electrical Power Sources

Electrical and water connections will not be provided on any Municipal owned properties. Vendor units must be self-contained and capable of providing their own power and water sources.

Waste and Recycling

Vendors must provide proper waste and recycling receptacles adequate to ensure the cleanliness of the adjacent area.

Attachments

Appendix "A" – Fire Department Information and Safety Check List
Appendix "B" – Centennial Park Approved Food Truck Location Map

Contact

Should you have any questions or comments concerning the guide content, approval process, or locations, please contact at 250-395-2434 or by email at info@100milehouse.com.



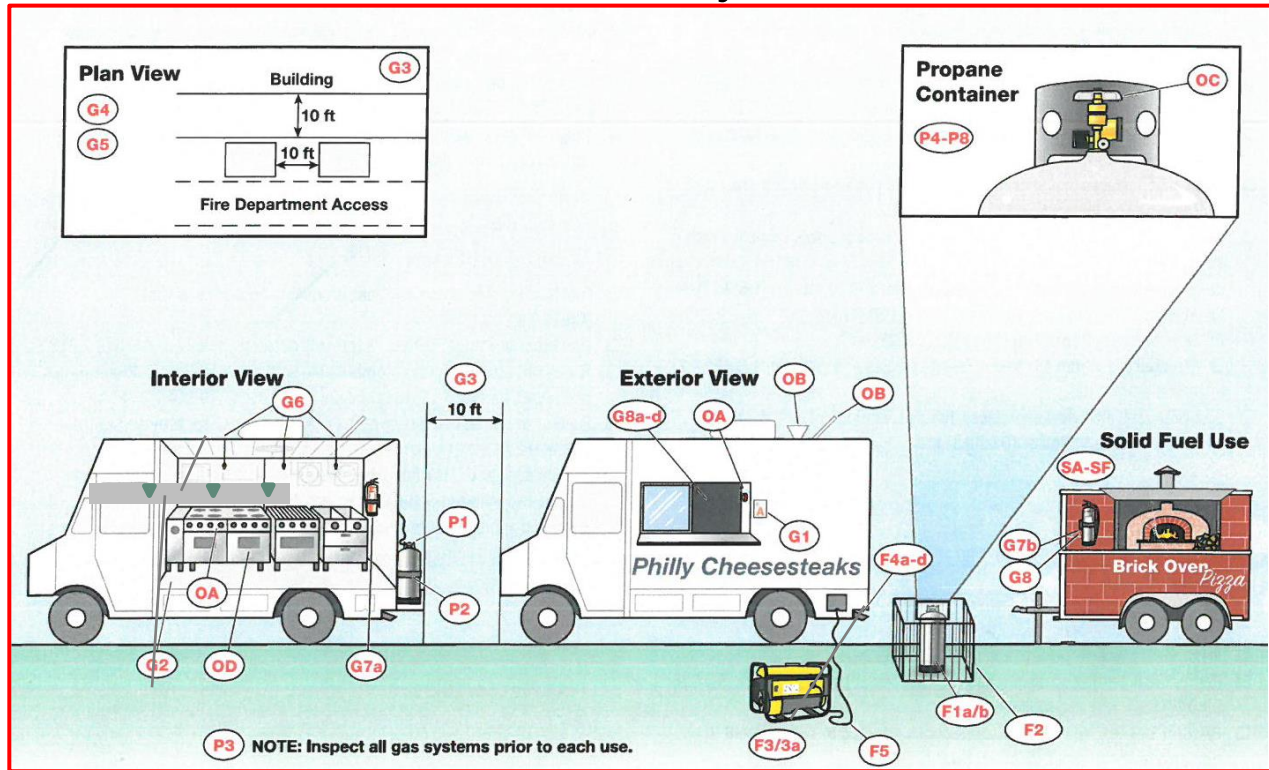
100 Mile House Fire Rescue

385 Horse Lake Road | 100 Mile House, BC, V0K 2E0

p: 250.395-2152 | district@100milehouse.com

www.100milefire.com

- Mobile Vendors Safety Check Sheet-



This safety check sheet provides mobile food vendors with safety checklists. The red keys at the end of sentences correspond with the above diagram. Please review the checklists and ensure all applicable requirements are in compliance prior to mobile vendor operation.

This is not an all-inclusive checklist. Therefore, a Fire Inspector may identify additional measures to be completed.

British Columbia Fire Code, Division C, Part 2, Section 2.2. Sentence (1) states, "Unless otherwise specified, the owner or the owner's authorized agent shall be responsible for carrying out the provisions of this Code".

If you require clarification or additional information, please contact 100 Mile Fire Rescue at 250-395-2152.

General Safety Checklist:

- Obtain license or permits from the local authorities. District of 100 Mile House business License, Fire Inspection, Electrical Certification, and Technical Safety BC Directive D-GA-2014-2 Gas Inspection. **G1**
- No public seating within the mobile vendor unit. **G2**
- Clearance of at least 10 ft away from buildings, structures, vehicles and any combustible materials. **G3**
- Verify fire department apparatus access is provided for fire lanes and access roads. **G4**
- Do not block access to fire hydrants and building fire department connections. **G5**
- Recommend cooking operations that produce grease-laden vapours be NFPA 96 compliant related to the design, installation, operation, inspection, and maintenance of those cooking operations. **G6**
- Portable extinguishers are present in kitchen area; Class K and ABC multi-purpose dry chemical. **G7a**
- If using solid fuel cooking appliance that produces grease-laden vapours, ensure a listed fire extinguishing system protects the appliance area. **G7b**
- Ensure workers are trained in the following: **G8**
 - Proper use of portable fire extinguishers and extinguishing systems. **G8a**
 - Proper method of shutting off fuel sources. **G8b**
 - Proper procedure for notifying the fire department. **G8c**
 - Proper procedure for how to perform simple leak test on gas connections. **G8d**

Fuel and Power Sources:

- Verify that fuel tanks/cylinders are filled to the capacity needed for uninterrupted operation during normal operating hours. **F1a**
- Ensure that refueling is conducted only during non-operational hours. **F1b**

- Verify that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. **F2**
- Ensure that any engine-driven power source is shut down and surfaces are cool to the touch prior to refueling from a portable container. **F3**
- Make sure that exhaust from engine-driven power sources comply with the following:
 - At least 10 ft in all directions from openings, air intakes and fuel sources. **F4a**
 - At least 10 ft from every means of egress. **F4b**
 - Directed away from all buildings. **F4c**
 - Directed away from all other mobile vendors and operations. **F4d**

Propane System Integrity:

- Check that the main shutoff valve on all LP gas cylinders is readily accessible. **P1**
- Ensure that portable gas cylinders are in the upright position and secured to prevent tipping over. **P2**
- Inspect gas system prior to each use. **P3**
- Perform leak testing on all new gas connections of the gas system. **P4**
- Perform leak testing on all gas connections affected by replacement of an exchangeable cylinder. **P5**
- Document leak testing and make documentation available for review by the authority having jurisdiction. **P6**

Operational Safety:

- Do not leave cooking equipment unattended while it is still hot. **OA**
- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. **OB**
- Close gas supply piping valves and gas cylinder valves when equipment is not in use. **OC**
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. Hood system to be cleaned by a qualified hood cleaning company every 6 months. Documentation required. **OD**
- Fixed suppression system to be tested every 6 months. Testing documentation required. **G6**
- Perform the monthly owner's fixed suppression system inspection, which includes: **G6**
 - Inspect in accordance with the manufacture owner's manual, or at least,
 - The extinguishing system is in the proper location.
 - The manual actuators are unobstructed.
 - The tamper indicators and seals are intact.
 - The maintenance tag or certificate is in place.
 - No obvious physical damage or condition exists that might prevent operation.
 - The pressure gauge(s), if provided, shall be inspected physically or electronically to ensure it is in the operable range.
 - The nozzle blowoff caps, where provided, are intact and undamaged.
 - Neither the protected equipment nor the hazard has not been replaced, modified, or replaced.

Solid Fuel Safety (Where Wood, Charcoal, Or Other Solid Fuel Is Used):

- Fuel is not stored above any heat-producing appliance or vent. **SA**
- Fuel is not stored closer than 3 ft to any cooling appliance. **SB**
- Fuel is not stored near any combustible/flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. **SD**
- Ash, cinders, and other fire debris shall be removed from the firebox at regular intervals and at least once a day. **SE**
- A spark arrestor is required.
- Removed ashes, cinders, and other removed fire debris shall be placed in a closed, metal container, extinguisher with water and located at least 3 feet from any cooking appliance. **SF**

Centennial Park – Designated Parking Spaces

Two (2) Vendors Allowed (Prepared food vendors only)

During permitted Centennial Park events the designated spaces will not be available.



