

Locations and Hours

- Food truck locations are pre-determined and participating vendors will book a parking location at one of the parks from Friday – Sunday (and statutory holidays) on a weekly basis. Two parking stalls will be allotted for each location & maps for each will be included with your permit. The pilot program runs from June 10 – Sept. 30, 2022.
- Vendors must obtain a business licence and a Special Event permit (SEP) from the City which will include the location and dates that have been approved. (Application below)
- Hours of Operation: dawn to dusk. Vendors may choose the hours they wish to operate at their designated location and submit it with your request.

Fees

- The business licence fee for food truck vendors is \$105.00. This licence is valid for the duration of the pilot program.
- No fee or percentage of sales will be charged at this time to participate in the FTTP.
- Vendors are responsible for any costs related to business licence, insurance and health authority requirements.

Garbage, Compost and Recycling

- As part of the business licence, food truck vendors will be required to:
 - Provide a minimum of one garbage or organics bin and one recycling bin to ensure the cleanliness of the surrounding area;
 - Clean up within a 10 metre radius after service at a location
 - Remove all collected garbage, recycling, and organic waste from the location.
- Please note: The City does not have a grey water disposal station

Other Details

- The City of Pitt Meadows will not supply vendors with power and water, mobile food vending trucks must be equipped with their own.
- Food truck vendors will be permitted to advertise their business using one sandwich board sign. The sign is to be placed on City property in a location that does not obstruct pedestrian and/or vehicle traffic.

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- Bylaw enforcement officers will conduct regular check-ins to ensure vendors are displaying valid Special Events Permits and that they're adhering to the clean-up requirements outlined on their business licence.

How to Apply

Step 1: Choose and Submit a Request for Dates and Location

If you haven't already done so - choose your dates and desired location and submit to foodtruckprogram@pittmeadows.ca

If the City receives multiple requests from different vendors for the same location and date, a lottery system will be employed to determine the chosen vendor. The chosen dates will be added to the schedule once proof of business licence is provided.

Step 2: Submit a Business Licence & Special Event Application to the City

Once you've received approval from the City on your chosen dates/location, complete the form below for a business licence and Special Event Permit. Please display these permits while operating in Pitt Meadows.

Other Requirements and Conditions

The following are required as part of the initial business licence application process:

- Fire Department Inspection (GVFCA) decal for current year
- Fraser Health Authority Approval
- Motor Vehicle Insurance
- Liability Insurance (Minimum \$2M Commercial General Liability insurance
 - a. Minimum \$2M Commercial General Liability Insurance with inclusive limits for bodily injury and property damage including Products Completed Operations and property damage including Products Completed Operations and Cross-liability Clause;
 - b. City of Pitt Meadows named as Additional Insured; and
 - c. 30 days prior written notice of cancellation or material change.
- Record of Installation Permit decal issued by Technical Safety BC if food truck utilizes gas appliances

* If you do not have a valid GVFCA decal, please contact the Pitt Meadows Fire Department to book an inspection at 604-465-2401 or email fire@pittmeadows.ca

Contact Us

If you have any questions or comments about the program, please contact the FTTP coordinator: foodtruckprogram@pittmeadows.ca

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City of Pitt Meadows Food Truck Business Licence & Special Event Permit Application

12007 Harris Road, Pitt Meadows, BC V3Y 2B5
Phone: 604-465-5454 Fax: 604-465-2404

- | | |
|--|---|
| <input type="checkbox"/> NEW APPLICATION | <input type="checkbox"/> NAME CHANGE ONLY |
| <input type="checkbox"/> MAILING ADDRESS CHANGE ONLY | |

Account # _____

BUSINESS INFORMATION:

Business Operating Name: _____
(Trade Name)

Mailing Address: _____
Unit Address City Prov. Postal Code

Contact person: _____ Phone: _____ Cell: _____

Website/social: _____ Email: _____

APPLICANT STATEMENT:

In consideration of this entry, the owner permits the City of Pitt Meadows the use of their names and pictures of their products/booths for all future publicity, advertising and commercial purposes (including newspapers, social media and website). All publicity and advertising rights are reserved by the City of Pitt Meadows.

By signature hereto, I acknowledge I have read and agree to all the rules and regulations of the Food Truck Pilot Program as set forth on this form, and I agree to observe all rules, decisions and bylaws of the City of Pitt Meadows.

I/We the undersigned hereby make application for a Business Licence in accordance with the information as stated and declare that the statements are true and correct. I/we further undertake, if granted the licence applied for, to comply with each and every obligation contain in the bylaws now in force or which may hereafter come into force in the City. I/We further understand that the business licence is valid from June 10, 2022 to September 30, 2022. Every Business Licence is subject to review at any time and may be suspended or revoked for cause.

Signature: _____ Date: _____

Your personal information is collected under the authority of Section 26(b) and 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA). This information will be used for business licensing purposes and will not be disclosed to the public except as may be required by law.

*** Fee: \$105 (a non-refundable \$25.00 administration fee is included)**