



Cape Breton Regional Municipality
Planning and Development Department
Inspections and By-laws

Civic Centre 320 Esplanade, Suite 103, Sydney, NS B1P 7B9
Phone: (902) 563-5204 & (902) 563-5091 Fax: (902) 563-0882

Application for Vendor License

APPLICANT

No. _____

Name: _____ Email: _____

Address: _____

Phone: _____ Fax: _____ Postal Code: _____

Company Name: _____ Email: _____

Address: _____

Phone: _____ Fax: _____ Postal Code: _____

SERVICE OFFERED

Description of merchandise or service to be sold:

LOCATION/HOUR OF OPERATION

Vending From Multiple Locations: YES ☐ NO ☐

Proposed Site Location(s):

Owner of Site: _____
(if different from applicant)

Community: _____ Date Requested: _____ To _____

Hours of Operations: Days _____ Hr. _____ To _____

REQUIRED INFORMATION

- | | | |
|--|---|---|
| <input type="checkbox"/> Property Map/Site Plan | <input type="checkbox"/> Insurance Policy (for vehicle) | <input type="checkbox"/> Propane Inspection Report |
| <input type="checkbox"/> Food Service License | <input type="checkbox"/> Vehicle Permit | <input type="checkbox"/> Fire Suppression Inspection Report |
| <input type="checkbox"/> Food Inspection Report | <input type="checkbox"/> Motor Vehicle Inspection | |
| <input type="checkbox"/> Letter from Property Owner | <input type="checkbox"/> Photo of Stand or Vehicle | |
| <input type="checkbox"/> Insurance Policy (for business) | <input type="checkbox"/> Liquid Gas Installer/CO ₂ | |

FEES

- | | |
|--|--|
| <input type="checkbox"/> Mobile Motor Vehicle \$450.00 (per vehicle) | <input type="checkbox"/> Pedestrian Stand \$225.00 |
| <input type="checkbox"/> Stationary Motor Vehicle \$450.00 | <input type="checkbox"/> Auctioneer \$100.00 (per auction) |
| <input type="checkbox"/> Bicycle Vendor \$50.00 (per vehicle) | <input type="checkbox"/> Special Event & Craft Fair \$100.00 (per event) |
| <input type="checkbox"/> Christmas Tree/Seafood Vendor \$100.00 | <input type="checkbox"/> Transient Vendor \$500.00 (per day) |

AGREEMENT

I hereby agree to comply with the terms and conditions set forth in this application form along with the requirements of the Vendors By-law. I further understand that any infringement of these rules can result in penalties and cancellation of any license.

Signature of Applicant

Date

APPLICATION CHECKLIST

- ☐ the name, mailing address and telephone number of the applicant;
- ☐ company name if applicable;
- ☐ description of the merchandise to be sold;
- ☐ photograph of the stand or vending vehicle;
- ☐ if the applicant is proposing to vend on property owned by the Municipality, the period of time during the year the applicant proposes to be in operation and the hours of operation;
- ☐ if the applicant is proposing to vend food prepared on-site, a copy of the licence issued by the Nova Scotia Department of Agriculture in compliance with their Regulations;
- ☐ if the applicant is proposing to cook food to be prepared for consumption by the general public, a statement from the Fire Marshall's office of the Province of Nova Scotia, or a person licenced to supply or install propane equipment by the Fire Marshall's office, that the equipment used by the vendor to cook the food is in compliance with the minimum requirements of the "Liquified Petroleum Gas Installation and Equipment Regulation" made pursuant to the Fire Prevention Act of Nova Scotia;
- ☐ if the applicant is proposing to vend at a particular site or sites, adequate property information to identify the specific parcel(s) of land including a site plan(s). Each site plan shall show the area being utilized by the vendor, ingress and egress, and the location of all buildings on the property;
- ☐ Site plans can be prepared using CBRM's Interactive Land Use map at: <http://www.cbrm.ns.ca/municipal-planning.html>
- ☐ if the applicant is proposing to vend from a motor vehicle and said motor vehicle travels on public street, proof of motor vehicle registration, up-to-date motor vehicle inspection, and insurance;
- ☐ if the applicant is proposing to vend at a particular site and the applicant is not the owner of the parcel of land, written and signed permission from the property owner;
- ☐ if the applicant is proposing to vend on a street, written, signed permission from the Traffic Authority;
- ☐ confirmation of insurance in the amount of \$1,000,000 including the Municipality as an additional named insured, and if it is a vendor, with a cross liability clause in connection with the presence and operation of the vendor within the street, and that the Cape Breton Regional Municipality will be notified by the insurance company if and when the insurance policy on the vehicle or stand in effect with respect to the vehicle or stand to be used has expired;
- ☐ Payment by cheque via the mail.

PLEASE NOTE: Applicants may experience delays in approvals with new measures and possible disruptions with outside agencies.
Licenses cannot be issued until all applicable information and payment is received.