



Part One: Type of Application (Check all that apply)			Office Use Only
<input type="checkbox"/> New Vendor	<input type="checkbox"/> Renewal <i>(i.e., no change to previous year approval)</i>	<input type="checkbox"/> Update to Existing Vendor <i>(i.e., new location(s), use(s), additions from previous year)</i>	File No.: _____ Application Date: _____
Part Two: Type of Mobile Vendor (the "Encroachment")			
<input type="checkbox"/> Non-Motorized Unit <i>(i.e., towed trailer, cart)</i>		<input type="checkbox"/> Motorized Unit <i>(i.e., truck)</i>	
Part Three: Subject Business and Applicant			
Business Licence Number: _____		Mailing Address: _____	
Business Name (the 'Applicant'): _____		Phone Number: _____	
Contact Name: _____		Email: _____	
Part Four: Location(s) and Map			
Location 1: _____		Other Location Request (explain): _____ _____ _____ _____	
Location 2: _____			
Location 3: _____			
Location 4: _____			
<i>Must attach a map / drawing showing the proposed locations.</i>		<i>Must attach a map / drawing showing the proposed locations.</i>	
Part Five: Dates and Times of Operation			
Dates Requested: _____		Times Requested: _____	
_____		_____	
Part Six: Description of Vendor (i.e., Business proposal)			
_____ _____ _____			
Part Seven: Requirements and Conditions			
<ol style="list-style-type: none">1. The Applicant must have a valid City of Revelstoke Business Licence for all proposed locations on private land and / or public sidewalk and / or City Owned or Leased property.2. The Applicant shall obtain written permission from the City for any other proposed location(s) on the public sidewalk and / or City Owned or Leased property. To obtain permission for any proposed location(s) on private land and submit written permission from the subject private property owner to the City.3. The Applicant shall obtain public liability insurance in the amount of \$2,000,000.00 and name the City as co-insured. The Applicant shall submit a Certificate of Insurance to the City prior to the occupancy or operation of "the encroachment".4. The Applicant must remove "the encroachment" every night from the public sidewalk and / or City Owned or Leased property.5. The Applicant shall obtain the necessary licensing from the Interior Health Authority, Technical Safety BC, or other regulatory agency for the specific activity in which they are proposing to engage.			

6. The Applicant shall be responsible for ensuring that the public sidewalk and City Owned property surrounding "the encroachment" be routinely swept and otherwise kept clean of debris and / or spills.
7. The Applicant shall be responsible for ensuring that "the encroachment" will not interfere with City snow removal.
8. The Applicant shall be responsible for ensuring that "the encroachment" will allow for clear maneuvering space and will not block access to accessibility parking spaces and must not impede wheelchair access to neighbouring buildings or businesses.
9. "The encroachment" shall not use a generator.
10. "The encroachment" shall not be subleased or transferred to other parties.
11. The City reserves the right that a special event may take priority over "the encroachment" and the Applicant will need permission from the event organizer to locate "the encroachment" on the public sidewalk and / or City Owned or Leased property during the event.
12. The City retains the right to revoke any permission granted to use the public sidewalk and / or City Owned or Leased property for "the encroachment" at any time where it is found that the use is creating difficulties deemed unacceptable to the City.
13. The Applicant must comply with relevant City Policies, including policy [DS-18 - Vending and Busking on Sidewalks and City Owned or Leased Property](#).
14. The Applicant must comply with relevant City Bylaws, including the Quiet Hour regulations in the [Noise Bylaw No. 1940](#).

Part Eight: Signatures

As the Applicant, I confirm that I have read the relevant City of Revelstoke bylaws and policies and this application is in conformance. I declare that the documents submitted in support of this applications to the best of my knowledge are true and correct.

I confirm that I have read and agree to abide by the above-mentioned conditions.

I understand that all fees charged in connection with this application are in accordance with the City [Fees and Charges Bylaw No. 2256](#), as amended.

I understand that the City retains the right to revoke any permission granted to use public sidewalk and / or City Owned or Leased property for "the encroachment" at any time where it is found that the use is creating difficulties deemed unacceptable to the City.

I agree to indemnify and save harmless the City, its officers, employees and elected appointed officials, from and against all actions, proceedings, claims and demands by any person and to reimburse the City for all damages and expenses caused or contributed to by the negligence or other default of the Applicant, its servants or agents in respect of anything done pursuant or ostensibly pursuant to this agreement, or caused or contributed to by the placement of "the encroachment" on the public sidewalk and / or City Owned or Leased property.

I confirm that a COVID-19 Safety Plan exists for my business and will be made available to representatives of the City of Revelstoke upon request. I verify that my business has implemented Policies and Procedures to support the COVID-19 Safety Plan.

Applicant Name: _____ Applicant Signature: _____ Date: _____
(Year, Month, Day)

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File No.: _____		City of Revelstoke Authorization
Fee: _____		Name, Title: _____
Approval of "The Encroachment" <i>(Location(s), Dates, Times, Additional Conditions)</i>		Signature: _____
_____		Date: _____ (Year, Month, Day)



SUPPORTING DOCUMENTATION

Mobile Vendor Checklist

This supporting documentation list outlines the standard requirements for complete applications. All applications are required to be submitted in person at the Development Services department in City Hall or by email to development@revelstoke.ca. **Only complete applications will be accepted.**

Depending on the nature and complexity of the application, additional requirements may be requested after an internal review. ***We encourage all applicants to consult with Development Services staff before submitting an application.***

Part Nine: Supporting Documentation		
Application Type	Submission Requirement	If Applicable
New Vendor	A, B, C, D, E	F, G
Renewal	A, B, C	G
Update to Vendor	A, B, C, D	E, F, G

OFFICE USE	SUBMITTED	ITEM ID	SUPPORTING DOCUMENT	DETAILS
<input type="radio"/>	<input type="radio"/>	A	Completed Application Form, and Checklist	Mobile Vendor Application / Agreement and Checklist completed pages 1 - 3
<input type="radio"/>	<input type="radio"/>	B	Copy of City of Revelstoke Business Licence	To be submitted with application. <ul style="list-style-type: none"> • If the Applicant does not have a City of Revelstoke Business Licence. The Applicant is to submit a Business Licence application with the Mobile Vendor Application / Agreement to be processed concurrently.
<input type="radio"/>	<input type="radio"/>	C	Liability Insurance	Proof of General Liability Insurance with the City of Revelstoke listed as an "Additional Insured", with a minimum of \$2,000,000 coverage.
<input type="radio"/>	<input type="radio"/>	D	Letter of Intent	Includes: <ul style="list-style-type: none"> <input type="checkbox"/> Business proposal <input type="checkbox"/> Hours of Operation <input type="checkbox"/> Items to be sold (i.e., menu)
<input type="radio"/>	<input type="radio"/>	E	Location Map and Dimensional Site Drawing	Arial View (view from above) with proposed mobile vendor location. Includes: <ul style="list-style-type: none"> <input type="checkbox"/> Location of vending unit in relation to streets, property lines, and existing buildings / structures <input type="checkbox"/> Dimensions and measurements of vending unit
<input type="radio"/>	<input type="radio"/>	F	Technical Safety BC Approval	Copy of Certificate of Electrical and Certificate of Gas
<input type="radio"/>	<input type="radio"/>	G	Interior Health Authority Approval	Valid Permit to Operate