



## Business Licence – Mobile Food Vendor

**PLEASE NOTE:** Only complete applications will be accepted.  
Mobile Food Vendors are not to be located permanently on site, must be fully self-contained, and can demonstrate the ability to be relocated off-site within 24 hours.

- Check all that apply:
  - Home-Based Business
  - Intermunicipal
  - Intercommunity
- Non-Resident
- Change of Address within the District of Sooke
- Change of Business Name

## Applicant Contact Information

**Applicant is:** Sole Property Owner  Yes  No *(See Owner's Authorization Form)*

**Applicant/Owner Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone Number(s):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Province Postal Code

## Business Contact Information

**Ownership Type**  Proprietorship  Corporation # \_\_\_\_\_  Partnership

**Business Name:** \_\_\_\_\_ **Limited Company Name:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Business Email:** \_\_\_\_\_

**Zoning** \_\_\_\_\_ **CRA Business Number (If applicable)** \_\_\_\_\_

**Business Website:** \_\_\_\_\_

## Description of Proposed Business (attach a separate page if necessary)

**Number of Owners:** \_\_\_\_\_ **Proposed Opening Date:** \_\_\_\_\_

**No. of Parking Spaces:** \_\_\_\_\_ **Sign Required:**  Yes *(Sign Permit Application Required)*  No

**Mobile Food Vendor is entirely self-contained:**  Yes  No

**Renovating or Altering Premises:**  Yes  No **Building Permit #:** \_\_\_\_\_

**Occupancy Approval Granted**  Yes  No

Sq. Ft. Total of Residence \_\_\_\_\_

Sq. Ft. Total of Business Use \_\_\_\_\_

Detailed Nature of Business (Services being offered) \_\_\_\_\_

## Application Fee Schedule

A complete application includes payment of fees. The fees for business licenses are outlined in Schedule 4 of [District of Sooke Fees and Charges Bylaw No. 752](#); please refer to this Bylaw for complete details.

	FEE	TOTAL
Home-Based Business	\$50.00	
Intermunicipal	\$100.00	
Inter Community	\$170.00	
<b>Total Application Fee(s) Due</b>		

## Waste Discharge

Mobile Food Vendors must comply with **Schedule Q (Code of Practice for Mobile Food Vendors)** of the District of Sooke's [Bylaw No. 224, Sewer Use Bylaw](#)

### 1 APPLICATION

1.1 This code of practice prescribes conditions governing the discharge of waste from Mobile Food Vendors directly or indirectly into a sewer connected to a sewage facility.

### 2 DISCHARGE REGULATIONS

2.1 Mobile Food Vendors must retain all wastewater and cooking grease within the mobile food vending unit until such time as it can be disposed of at a Sani-Dump facility equipped to handle such discharge.

### 3 RECORD KEEPING AND RETENTION

3.1 Mobile Food Vendors must keep a record, in the form of a **Wastewater Disposal Logbook**, and provide the logbook to an inspector or officer of the District of Sooke, if requested.

## Application Requirements Checklist

**PLEASE NOTE:** All application submissions must adhere to the following naming convention: [YYYY-MM-DD Attachment Title.pdf]. For example, the attachment for the Application Form would be named: 2024-01-01 Application Form.pdf.

Complete application packages can be submitted by email to [businesslicence@sooke.ca](mailto:businesslicence@sooke.ca). If the application cannot be submitted electronically, please contact the Business Licence division at [businesslicence@sooke.ca](mailto:businesslicence@sooke.ca) or 250-642-1634 to make alternative arrangements for submission.

Application form



- Government Photo ID of Applicant**
- Owner’s Authorization Form Signed by all Property Owners registered on Title.**
- Corporate Registry/ Company Search Required only if the registered property owner is a registered company, current within 30 days of application submission**
- Application Fee** Per [District of Sooke Bylaw Fees and Charges Bylaw No. 752](#), payable via cash, cheque or debit.
- Site Plan of Home-Based Business Location**
  - Civic address of subject property.
  - Drawn with a ruler, to scale not required.
  - Location and dimensions of all parking locations to meet zoning requirements.
  - Location and dimensions of all buildings.
  - Location and dimensions of driveway.
  - Location and dimensions of all parking locations to meet requirements
- Floor Plan of Business Location**
  - Drawn with a ruler, to scale not required
  - Dimensions and uses of all areas within the building of the home-based business
  - Business space is clearly identified on the plan
- Island Health Authority Permit**

## Application Submission Acknowledgement

- I hereby make an application as specified herein and declare that all the information submitted in support of the application is true and correct in all respects.
- I confirm that all property owners are aware of this application, and I have received consent from all property owners to apply for a business licence.
- I confirm that I have read the Home-Based Business Regulations, **Section 4.3 of [Bylaw 600, Sooke Zoning Bylaw, 2013](#)**
- I hereby acknowledge that all the information provided herein is collected for the purpose of administering the *Local Government Act* and the bylaws of the municipality under the *Local Government Act*, and under the authority of those enactments.
- I hereby acknowledge that the submission of the Application Form and associated Attachments does not automatically constitute acceptance of the application or approval of a Business Licence.

## Important

- Businesses that require signage must apply for a Sign Permit with the Planning Department. For information regarding sign types, sizes, etc., see the District of Sooke’s Sign Regulation Bylaw No. 480, 2011.
- All business licenses are issued in conformance with the District of Sooke’s Business Licence Bylaw No. 778, 2021
- The Business Licence must be displayed in a prominent location that can be easily seen.
- All Business Licences expire on December 31st and must be renewed no later than the last day of February.
- Business Owners must notify the District of Sooke if they are moving or closing the Business.

**PLEASE NOTE:** Upon receipt of a complete application, District of Sooke staff will confirm acceptance of the application with the applicant.

Applicant’s Signature

Date



## MOBILE FOOD VENDOR WASTEWATER DISPOSAL LOGBOOK

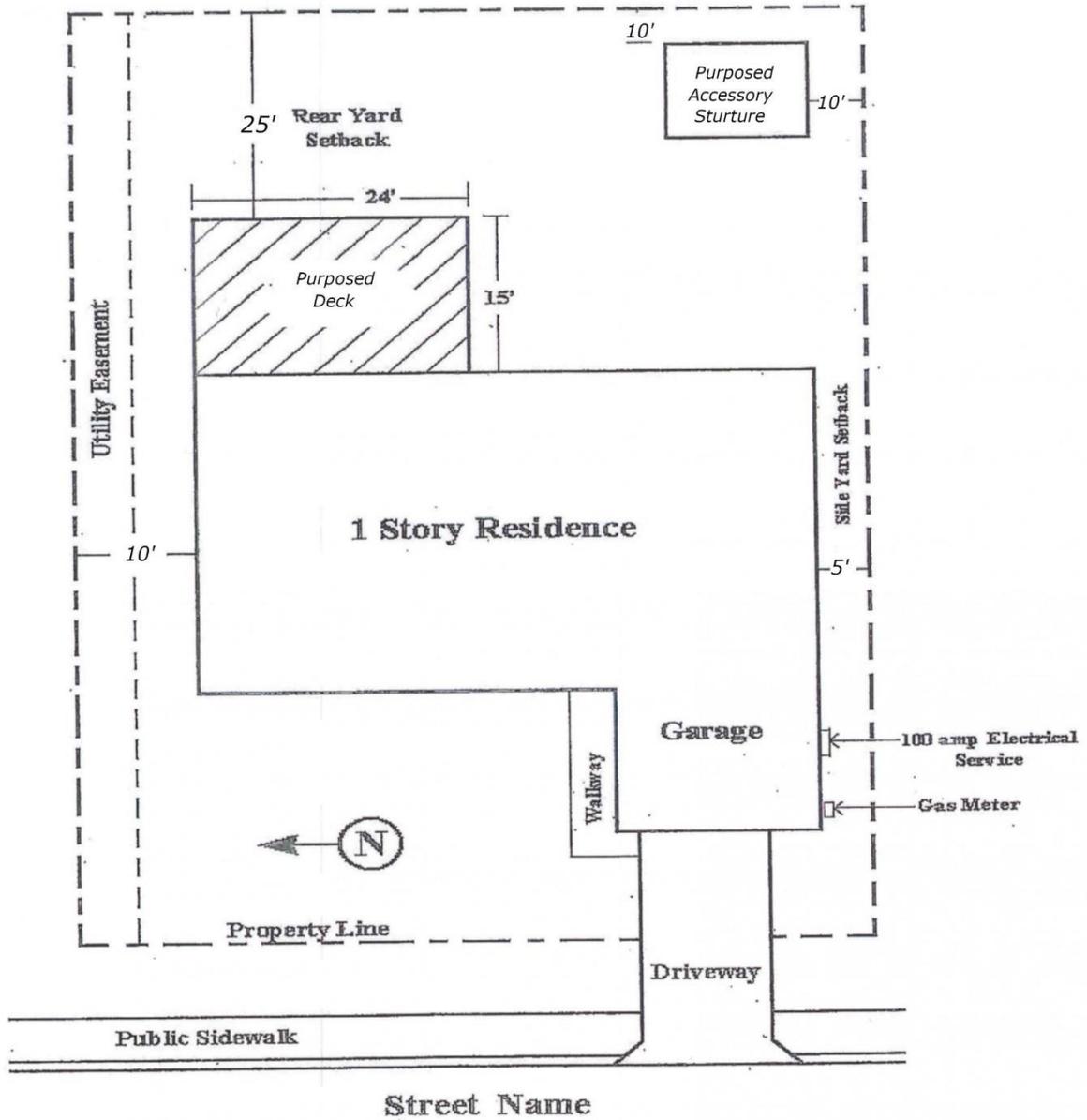
Company Name	Licence Plate Number	Business Licence Number	Owner	Approximate Disposal Volume

### Disposal Information

#	Driver/Representative Name & Signature	Disposal Location	Disposal Date	Disposal Time
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Mobile Food Vendors must comply with the District of Sooke's [Sewer Use Bylaw](#), including submission of a completed code of practice registration form and compliance with record keeping requirements of the code of practice for Mobile Food Vendors.

# Sample Site Plan

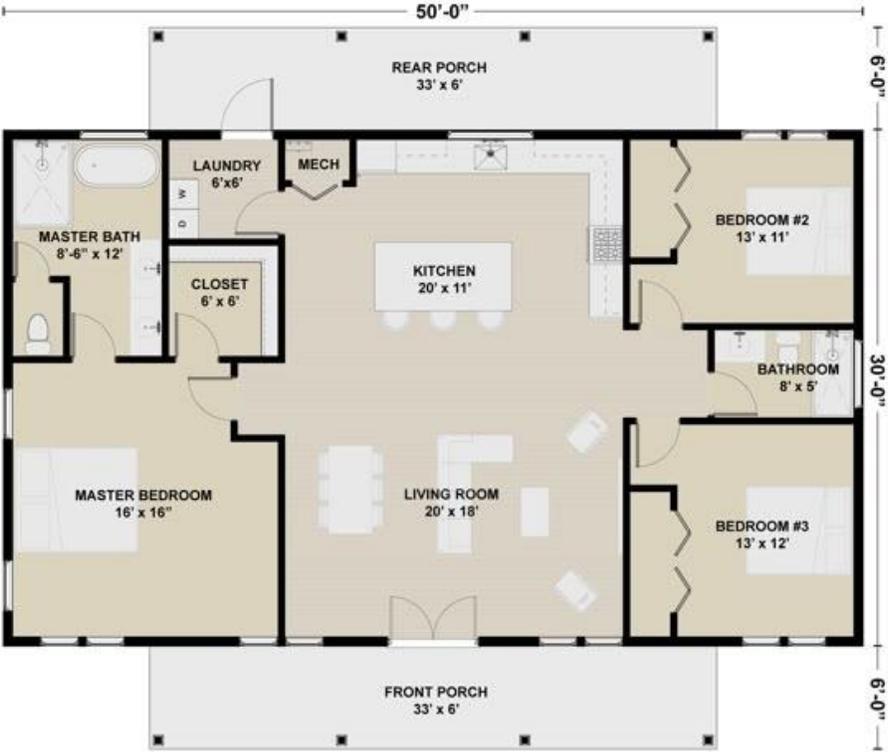


# Sample Floor Plan

Include:

Business Name

Address



## GROUND FLOOR PLAN

1500SF

#BB-HP110

COPYRIGHTED BY  
build blueprint

