

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 _____

Government Photo ID provided Yes No

Residential Address on Identification _____

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	
Total Application Fee(s) Due		

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. If the application cannot be submitted electronically, please contact the Business Licence division at 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.
- 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



DISTRICT OF
Sooke

Business Licencing Division
Corporate Services Department
2205 Otter Point Road, Sooke, BC V9Z 1J2
Office Hours: Monday – Friday: 8:30 AM - 4:30 PM
Phone: (250) 642-1634 Email: businesslicence@sooke.ca

- 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