Cape Breton Regional Municipality

Bylaw Enforcement Division
320 Esplanade
Sydney, Nova Scotia, B1P 7B9
Email: licenceapps@cbrm.ns.ca
Phone: 902-563-5070

Application for Vendor Licence

Applicant and Company Info

Name: _____ Email: _____

Address: _____

Postal Code: _____ Phone: _____

CompanyName: _____ Company Email: _____

Company Address: _____

Postal Code: _____ Company Phone: _____

Service Offered

Description of merchandise or service to be sold: _____

_____

Location and Hours of Operation

Vending from multiple locations: ☐ Yes ☐ No

Proposed Site Location(s): (If more space is required, attach another sheet)

Civic Address/PID 1: _____

Property Owner 1: _____

Civic Address/PID 2: _____

Property Owner 2: _____

Civic Address/PID 3: _____

Property Owner 3: _____

Dates of Operation: _____ to _____

Dates and Hours of Operation: Days _____ Hour. _____ to _____

Requirements

The following items are requirements for all vendors.

These must be included with your application for your application to be processed.

- ☐ Photograph of your stand or vehicle
- ☐ Confirmation of insurance for $1,000,000 ***naming CBRM as an additional named insured,*** with a cross-liability clause covering your presence and operation within the street, and confirming your insurer will notify CBRM if and when the policy on your vehicle or stand has expired
- ☐ Payment of fee

See next page for additional requirements by vendor type, and list of fees

Requirements by Vendor Type and Location

The following items are required, **based on the type of vending occuring.**
All items, based on the below specifications, must be included at the time of application for your application to be processed.

Food prepared on-site

- ☐ Nova Scotia Department of Agriculture food licence

Cooking food

- ☐ A statement from the Fire Marshall's office, or a licensed propane installer, that your equipment meets the LP-gas regulations
- ☐ Fire Suppression Inspection Report

Vending from vehicle that travels on Public Streets

- ☐ Vehicle registration
- ☐ Valid Motor Vehicle Inspection Certificate
- ☐ Vehicle insurance

Fixed Site Location (not on a street)

- ☐ Property site plan showing your area, entry and exit, and any building on the lot.

Operating on site not owned by applicant

- ☐ Written, signed permission from the property owner

Vending on a street

- ☐ Written, signed permission from the Traffic Authority

If vending in an area with parking meters/pay stations, you must complete the Meter Rental Application and pay applicable fees prior to vending

Fees

- ☐ Mobile Motor Vehicle $450.00 (per vehicle)
- ☐ Stationary Motor Vehicle $450.00
- ☐ Bicycle Vendor $50.00 (per vehicle)
- ☐ Christmas Tree/Seafood Vendor $100.00
- ☐ Pedestrian Stand $225.00
- ☐ Auctioneer $100.00 (per auction)
- ☐ Special Event & Craft Fair $100.00 (per event)
- ☐ 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 _____

Licenses cannot be issued until all applicable information and payment is received

Vendor 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:
  https://cbrm.ns.ca/business/municipal-planning-land-use-by-laws/
- [ ] 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

Licenses cannot be issued until all applicable information and payment is received.