



2025 APPLICATION FOR MOBILE FOOD VENDING LICENCE

Definition: “Food Truck” or “Hitched Trailer” means a food truck or mobile trailer from which food and/or drink is prepared internally and dispensed externally and parked on locations permitted by the Regional District. Food truck locations can accommodate trucks up to 24’ in length. Food trucks exceeding 24’ are limited to “Hitched Trailer” locations only.

1. Application Information

The Undersigned hereby applies to operate mobile vending:

Name: _____

Business Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Primary Phone: _____ Secondary Phone: _____

Initial: _____

2. Indicate what food items will be offered for sale

Description

I am a returning vendor

Are there currently any businesses within a 100m radius offering a similar food item?

The Regional District reserves the right to delete or alter the products and services that can be vended from various locations prior to awarding the Agreement.

Vendors can be disqualified or their Licence terminated at the sole discretion of the Regional District for the following.

- Failure to comply with any of the requirements and terms and conditions as set out in the Mobile Food Vending Application and Mobile Food Vending Agreement;



- Having a proposed vendor location or products which is perceived to present a safety hazard or risk;
- Sale of items that are not noted in this document or approved in writing by the Regional District;
- Unprofessional or inappropriate vendor conduct including, but not limited to, illegal activities, consumption of alcohol or drugs, use of profane language, actively soliciting or harassing pedestrians walking by, or smoking within the vendor area;
- Failure to adhere to permitted vending locations

Any illegal activities at the location will result in immediate termination of your mobile vending Licence and will be dealt with by RCMP.

Other than location issues, which will be monitored by Regional District bylaw enforcement, the Regional District will not become involved in issues arising between vendors, and supports fair competition in a free and open market place. Please resolve any issues that may arise yourselves.

Please provide a photograph and description of your mobile food truck or trailer/equipment/display and any commentary that you believe will be beneficial to the selection process, which could include such items as equipment, menu, locally/regionally produced or purchased items, personal profile, staff qualifications and experience, community involvement, financial capability, and business history.

3. Required Documents/Information

Applicants must submit the following.

- Completed application for Mobile Food Vending
- Signed Mobile Food Vending Agreement

The vending season will run from April to October each year. Applications can be submitted at any time; however, vending spots will be allocated on a first-come, first-served basis. You are encouraged to submit your application early in the season. Incomplete applications will not be considered.

Submit applications to:

RDOS Parks
101 Martin Street, Penticton, BC, V2A 5J6

Phone: 250-490-4114

Email: cs@rdos.bc.ca



4. Fees and Locations

The Mobile Food Vending Licence fee is \$500.00 + GST per season (April to October).

Vendors are required to supply their own power at their desired location. Alternatively, power can be accessed, if available at the particular location, for a fee of \$5.00 per day.

Listed below are all acceptable locations for mobile food vendors, along with their amenities.

Location	Power	Bathrooms	Capacity in Park
Manitou Park (Naramata)	Yes – 15 & 30 Amp	Yes	100+
Kenyon Park (Okanagan Falls)	No	Yes	100+
Christie Memorial Park (Okanagan Falls)	Yes – 15 Amp	Yes	100+
Similkameen Recreation Centre (Keremeos)	No	No	100+

5. Awarding of Mobile Food Vending Licences

Mobile Food Vending Licences will be awarded based on, but not limited to:

- Returning vendors in good standing
- Local residents
- Consideration of previous vending agreements with the RDOS
- Consideration of proximity to direct competition operating from a building and impact on the neighbourhood
- Visual appearance of the vending truck/trailer

All those applying will be notified by email as to the outcome of the selection process. Notification shall mean that the Regional District has attempted to contact the notification contact email provided in this application.

Applications in 2025 will be accepted from April to May and then closed for the remainder of the year.

Once the successful applicant has been notified, the applicant must submit all items listed below, including payment to the RDOS on or before the time indicated in the acceptance message. If inspections or WCB coverage have not been completed in this timeframe, please provide email copies of appointment requests and inquiries. No Licences shall be issued until all required items have been received and processed. Please advise if you will not be able to provide documentation and payment by the time requested due date.

Required items: **please note that these requirements are ALL required ANNUALLY*

Insurance must in place prior to issue of Licence. There will be no exception to the insurance requirements.

- Mobile Food Vending Licence Fee



- Liability Insurance confirmation from the Insurer named the Regional District of Okanagan-Similkameen as an additional insured for the amount of not less than five million (\$5,000,000) dollars. The policy includes the following clauses:

“Cross Liability” clause:

“The insurance afforded by this policy shall apply in the same manner as though separate policies were issued, to any action brought against any of the named insured by or on behalf of any other named insured.”

“Cancellation” clause:

“It is understood and agreed that the coverage provided by this policy will not be changed or amended in any way or cancelled until thirty (30) days after written notice of such change or cancellation shall have been given or sent by registered mail to all Named Insured.”

- Automotive Insurance
- Completed Mobile Food Vending Agreement
- Proof of WCB Insurance
- Interior Health Mobile Inspection Report

Mobile vending equipment must bear the appropriate approval labels for Gas and Electrical equipment as required by Technical Safety BC. This includes custom-built and homebuilt units. Please contact Technical Safety BC at 1-866-566-7233 if you require further information.

6. Authorization of Application

I hereby certify that the above information is correct and agree to comply with all pertinent Bylaws of the RDOS, whether the detailed information is contained herein or not. I have read and agree to comply with the above, and the attached RDOS Mobile Food Vending Agreement.

The undersigned hereby applies to operate Mobile Food Vending in the Regional District of Okanagan-Similkameen.

Applicant Name(s): _____ Date: _____

Applicant Signature(s): _____

Total number of Licences requested: _____ Number of locations: _____

Location 1: 1st Choice: _____ 2nd Choice: _____

Location 2: 1st Choice: _____ 2nd Choice: _____

The RDOS reserves the right to terminate any location prior to placement.