



Mobile Food Vendor

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Purpose

To inform operators or potential operators of the process and requirements in order to obtain a mobile food vendor business licence.

Background

A mobile food vendor requires a Fire inspection and approval as well as Vancouver Coastal Health approval prior to a business licence being issued. In addition, a Mobile Food Vendor is required to secure a Temporary Commercial Use Permit to operate on private land.

Requirements

- **Business Licence Fee** assessed under the Assembly Use Group 1 (A1) as listed in the Consolidated Fees Bylaw.
- **Completed Business Licence Application Form** to be submitted with applicable licence fee.
- **Fire Inspection** – Richmond Fire generally conducts an annual Fire Inspection of all mobile food trucks in April (free of charge). All inspections conducted outside of this annual inspection requires a fee to be submitted for the inspection. Richmond Fire keeps a spreadsheet of all the approved vehicles and most special event operators refer to this list for approved food vendors.
- **Health Inspection** – Vancouver Coastal Health, Environmental Health Inspector must approve food truck and commissary prior to the issuance of the business licence.
- **Temporary Commercial Use Permit** – A TCUP application is required with the applicable fee. The permit is valid for a period of two years with the option to renew one time for an additional period of two years. For more information visit www.richmond.ca/mobilefoodvendor.

Other Richmond location options for your mobile food business are as follows:

1. The Richmond Night Market runs from May to October and is our premier location for street food and the nighttime food scene. You can inquire directly with the Night Market operators regarding applying to be a food vendor there.
 - Richmond Night Market: <http://richmondnightmarket.com/>
2. The City of Richmond organizes various community events; some of them include a food truck component. For more information, please contact parksprograms@richmond.ca.
3. The Steveston Farmers Market rents some space to food vendors. <http://sfam.ca/>
4. The Kwantlen Street Farmers Market rents some space to food vendors. <https://bcfarmersmarkettrail.com/market/kwantlen-st-market/>

See over →

Temporary Commercial Use Permit

A Temporary Commercial Use Permit for a Mobile Food Vendor allows a privately owned property to be used for mobile food vendors on a temporary basis. An application will be assessed for site suitability and the impact on neighbouring permanent land uses.

A Mobile Food Vendor TCUP can only be issued in the areas designated in the City's Official Community Plan as Industrial, Mixed Employment, Commercial, Neighbourhood Shopping Centre, Mixed Use and Limited Mixed Use and Agricultural (Outside of the ALR) where deemed appropriate.

The permit is valid for a period of two years with the option to renew one time for an additional period of two years. As part of the application process, the City will complete a public notification process and collect feedback from local business owners, tenants, and residents located on the subject property. This notification period takes 14 business days.

For more information visit www.richmond.ca/mobilefoodvendor.

Application Requirements

If you wish to operate on private property, you must apply for a Temporary Commercial Use Permit, which requires:

- A completed application form with applicable permit fee;
- A site plan showing the layout of the proposed use including safety and business related installations. Specific requirements can be found at www.richmond.ca/mobilefoodvendor;
- A completed Food Truck Parking Worksheet;
- If you are not the property owner, a letter of authorization signed by the property owner is required to process your application; and
- You must have submitted a business licence application or hold a valid business licence with the City of Richmond.

Making Changes

If you wish to operate a new Mobile Food Vendor on a property that already has a valid Temporary Commercial Use Permit, you must submit an amendment application with a site plan showing the layout of the proposed use, including safety and business related installations, in addition to a revised Food Truck Parking Worksheet for City review and comment.

Expiry and Renewal

A Temporary Commercial Use Permit expires two years from the date of issue. A permit may be renewed for an additional period of no more than two years. When renewing, the City requires the submission of a renewal application and associated fee, a letter of authorization from the property owner, and a revised site plan.

Suspension or Cancellation

Should there be a contravention of any of the terms, conditions, requirements or restrictions as outlined in the TCUP, or the TCUP was issued on the basis of false or misleading information, the Permit may be suspended or cancelled.

If you should have any further questions, please contact the Business Licence Department at 604-276-4328 or email at buslic@richmond.ca.

Temporary Commercial Use Permit Mobile Food Vendor Application Process Flow Chart

