

SECTION 1: APPLICANT INFORMATION

Applicant Name:

Legal Business Name:

Business Trade Name (if different):

Phone No.:

Email:

SECTION 2: APPLICATION TYPE

☐ Food Vendor
 ☐ Merchandise Vendor
 ☐ Arts & Crafts Vendor
 ☐ Vendor Event Organizer

SECTION 3: PERMIT DURATION

☐ Annual (Valid for One Year from date of issuance)
 ☐ Temporary (3 Consecutive Days)
 ☐ Vendor Event Organizer (Up to 7 Consecutive Days)

SECTION 4: APPLICANT CHECKLIST

- ☐ Completed Application Form
- ☐ Application Fee (Cash, Cheque or Debit)
- ☐ Site Plan for Proposed Vending Location(s)
- ☐ Property Owner Authorization Form
- ☐ Photos/Drawings of Vending Unit
- ☐ Schedule of Operating Locations/Times
- ☐ Proof of Current Safety Codes Inspection (within last twelve months) (if applicable)
- ☐ Proof of Fire Suppression Certification (if applicable)
- ☐ Copy of Food Handling Permit from Alberta Health Services (if applicable)
- ☐ Proof of Vehicle Registration and Insurance (if applicable)
- ☐ Copy of \$2,000,000 General Liability Insurance (if operating on City property)
- ☐ Waste Disposal Plan (if applicable)
- ☐ Letters of Non-Objection from Affected Businesses (if applicable)
- ☐ Business License Application (if applicable)

SECTION 5: DECLARATION

I, _____, certify that the information I have provided on this application is true to the best of my knowledge. I have read and understand the City of Cold Lake Mobile Vendor Policy 205-AD-18 and believe that I am eligible to hold a Mobile Vendor Permit in the City of Cold Lake.

Applicant Signature:

Date:

OFFICE USE ONLY

Received By:

Date Received:

Payment Method: ☐ Cash ☐ Debit ☐ Credit

Receipt No.:

Reviewed/Issued By:

Title:

Signature:

Date:

☐ Refused

☐ Approved

Expiry Date (if approved):

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Information on this form is collected for the sole use of the City of Cold Lake and is protected under the authority of the *Protection of Privacy Act, Sec. 4 (c)*, which regulates the collection, use, and disclosure of personal information. If you have any questions or concerns, please contact the ATI Coordinator by email (legislative@coldlake.com) or phone (780) 594-4494 ext. 7915.