Municipal Governance
Licensing Services
P 519-360-1998
CKLicensing@chatham-kent.ca

Mobile Food Premises Checklist

Please Read:

- All applications must be submitted in full, with all required documentation in order to be processed
- Once the application has been processed, you will be advised of the licence fee, payment options, and next steps via email (please provide a valid email on application)
- Any missing documentation may delay the processing of the business application and the issuance of the licence
- Operation of your business is not permitted until all inspections have been completed and a licence issued

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1. **Prior to Submission of Application:**

   ☐ Read the Chatham-Kent Business Licensing By-Law 65-2026

2. **Requirements to be Submitted at Time of Application:**

   ☐ Completed Business Licence Application Form
   ☐ Photo Identification of the applicant(s)
   ☐ Business Name Registration and/or Certificate and Articles of Incorporation
   ☐ Copy of Menu
   ☐ Current photo(s) of cart and dimensions
   ☐ Site plan depicting the exact location of the Mobile Food Premises on the property
   ☐ Completed Mobile Food Premises Attestation form
   ☐ Police Record Check, dated within 30 days of submitting the licence application and annually during renewal. The search shall be provided by the Police Service located in the municipality where the licensee permanently resides
   ☐ Property owner permission if located on private property

3. **Additional Requirements (Must be Submitted at Time of Application)**

   If requesting to operate on Municipal property:
   ☐ Vending Zone permit application
   ☐ Site plan depicting the exact location of the Mobile Food Premises on the property
   ☐ Commercial General Liability Insurance in the amount of $1 million dollars listing the Municipality of Chatham-Kent as additional insured

   Mobile Food Premises (Vehicles):
   ☐ Vehicle Identification Number
   ☐ Ontario Licence plate number as issued by MTO
   ☐ Certificate of Insurance for not less than $1 million per occurrence