

Customer Portal Series

How To: Food Vendor License Application

All food vending locations, not awarded through the Vendor 5 Year program, are available for seasonal food vendor licenses. In addition, bicycle vendors move from site to site so there are no vending locations available to be chosen.

1. From the Home page of the Customer Portal, select Apply for or Renew Licenses.

Home

Welcome to the Online Permitting, Planning, Licensing & Compliance Customer Portal

Manage your Permits and Licenses using the tabs below.

My Activities is the heart of the customer Portal - Track your permits and Licenses in the My Activities tab. Check often for updates.
My Inspections is where you can request and manage Permit-related inspections
My Businesses is where you add and create Business Profiles for your License Applications
My Projects is where you can organize your permits to suit your needs

If your permit or license does not appear in the My Activities tab below, use the Search in the menu above to retrieve. (You must be the applicant for this search to work)

System Requirements
For the best experience using our system:

Browser must be current - The following browsers in the most current version are supported: Chrome (Windows and macOS), Firefox (Windows and macOS), Edge (Windows), Safari (macOS).
Cookies must be enabled - Cookies enable many features in the system. If not enabled, the system will not function correctly.
Cookies are controlled in your browser settings. The Customer Portal only retains these cookies for the duration of the session; they are deleted when the browser is closed or the session times out.
JavaScript must be enabled - JavaScript allows certain features in the system. If not enabled, the system will not function correctly.
JavaScript is controlled in your browser security settings. All supported browsers have at least JavaScript 1.1 installed as a plugin by default, but customers may need to enable it if it has been turned off.
Browser Autofill should not be used - Browser autofill may cause unnecessary errors when using the system.

| | | |
|--|---|--|
| Permitting > Apply for a Permit > Estimate Fees | Licensing > Apply for or Renew Licenses | Compliance > Report an Issue |
|--|---|--|

Customer Portal Series

2. Select the Vendor – Food license type.

Apply for a Business License

Select license type below to open application
For tips on completing your application visit halifax.ca

| | | |
|---|---|--|
| <h3>Vendor</h3> <p>To sell food (stand or truck) or handmade crafts (artisan) on municipal land, you must have a vendor's license for a specific site.</p> <p>Vendor - Artisan Vendor - Food</p> | <h3>Signs</h3> <p>Temporary signs are any signs NOT intended for permanent installation to be used for a limited time.</p> <p>NS Highway Directional Signs are for businesses or organizations wanting to display an ad along Hwy 333 or Hwy 3.</p> <p>Temporary Sign NS Highway Directional Signs</p> | <h3>Vehicle for Hire</h3> <p>(Taxi, Limo, and TNC)</p> <p>All taxi brokers, independent brokers and transportation network companies (TNCs), and related drivers must be licensed to operate in HRM.</p> <p>If you have a concern about either your driver abstract or criminal record report, please email the Taxi Office at licensing@halifax.ca or by contacting 311 before completing the English test or applying.</p> <p>Vehicle for Hire - Broker / TNC Vehicle for Hire - Driver - Conditional Vehicle for Hire - Driver - Permanent Vehicle for Hire - Owner Vehicle for Hire - Owner - Waitlist</p> |
| <h3>Newspaper Box</h3> <p>A Newspaper Box is a license to have an unattended box for the purpose of vending or distributing newspapers or periodicals.</p> <p>Newspaper Box</p> | <h3>Sidewalk Café</h3> <p>Sidewalk café means a deck, patio, ramp, temp sidewalk, group of tables/chairs situated on a street/ sidewalk for consumption of food/beverages sold to the public.</p> <p>Seasonal Cafés: Apr 15 to Nov 15 (same calendar year). Annual Cafés: one calendar year (renewable).</p> <p>NOTE: CAFE CONSTRUCTION IS NOT PERMITTED BEFORE LICENSE IS ISSUED</p> <p>Sidewalk Café Seasonal Sidewalk Café Annual</p> | |
| <h3>Update a Business License</h3> <p>To make changes to an existing license select Amend a Business License</p> <p>To renew an existing license about to expire select Renew a Business License</p> <p>Amend a Business License Renew a Business License</p> | | |

3. Enter the requested Activity Start Date – this is any time through the year. The Vending – Food licenses expire on December 31 of the year in which they are issued. Click Next.

Business License Application BA-2022-000666 (Draft)

DETAILS

License Type: Vendor - Food
Select the date you intend to begin your licensed work.

*Activity Start Date:

[Next](#)

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4. Choose to select an Existing Business or create a New Business (for more information on this process see the job aide). Click Next.

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If you have an existing business profile in our system, select it from the dropdown menu below.
If you are a new business, select New Business and complete the form to provide required information.

New Business Existing Business

USE EXISTING BUSINESS

*Existing Business:

5. Then you will declare if you are the owner of the stand or mobile canteen and select your Vendor License Type from the dropdown. Click Next.

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FOOD VENDOR

*Are you the owner of the stand or mobile canteen? Yes No (None)

*Vendor License Type:

- (None)
- Food Service Vehicle
- Stand
- Bicycle Wagon

Customer Portal Series

- a. A Food Vendor for either a Food Service Vehicle or a Stand can choose up to three options for Preferred Locations. All sites are listed in the drop down – applicants must choose at least one location from the drop down. Click Next.

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FOOD VENDOR

*Are you the owner of the stand or mobile canteen? Yes No (None)

*Vendor License Type: Food Service Vehicle

*Preferred Location 1: (None)

Preferred Location 2:

Preferred Location 3:

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- (None)
- Agricola Street, East Side, South of Charles Street
- Argyle Street, East Side, North of Carmichael
- Argyle Street, East Side, South of Carmichael
- Cathedral Lane, West Side, South of Spring Garden Road
- Dingle Road, Sir Sandford Fleming Park Parking Lot
- Grafton Street, West Side, North of Spring Garden Road
- Point Pleasant Park – Black Rock Beach Parking Lot
- Purdys Lane, North loop, East of Upper Water Street
- Spring Garden Road, North Side, East of Brunswick
- Spring Garden Road, North Side, West of Grafton
- Waterfront Drive, East side, North of Park Parking Lot Driveway

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FOOD VENDOR

*Are you the owner of the stand or mobile canteen? Yes No (None)

*Vendor License Type: Stand

*Preferred Location 1: (None)

Preferred Location 2:

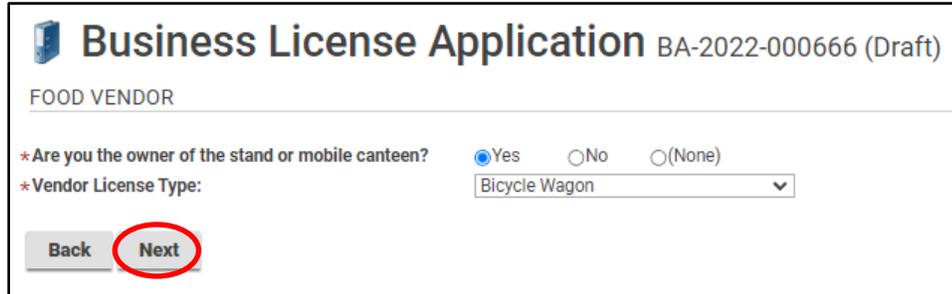
Preferred Location 3:

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- (None)
- Argyle St, East Side, 30 metres South of Carmichael St
- Argyle St, East Side, 60 metres South of Carmichael St
- George St, South Side, 80 metres East of Lower Water St
- Grafton St, West Side, 56.5 metres North of Spring Garden Rd
- Halifax Central Common, 5816 Cogswell Street, 199 metres East of Bell Rd
- Halifax North Common, Cunard St, South Side, 48 metres East of Princess Place
- Spring Garden Rd, North Side, 30.5 metres East of Brunswick St
- Spring Garden Rd, North Side, 35 metres West of Grafton St
- University Avenue, South Side, 43 metres West of Seymour St

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- b. If a Bicycle Wagon is chosen, there are no locations to be selected. Click Next.



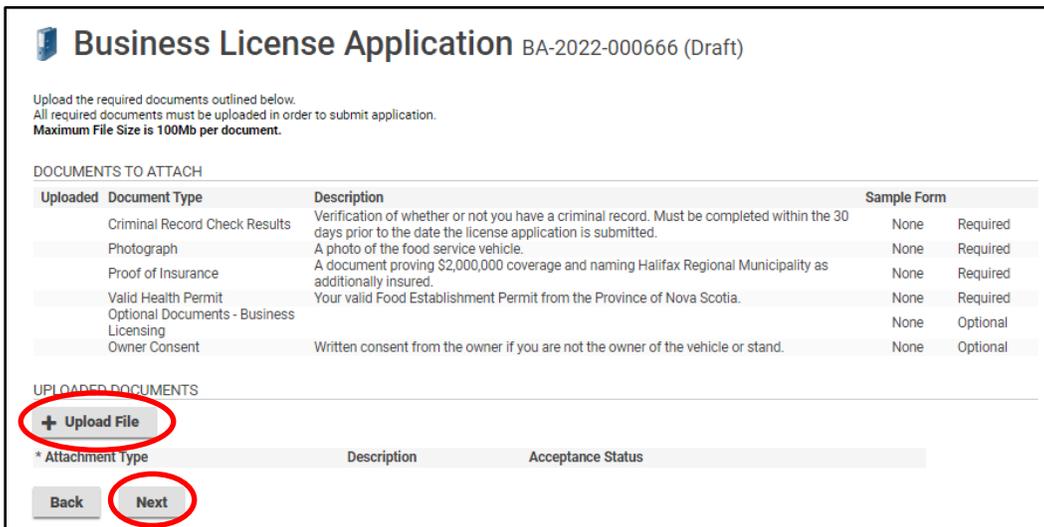
Business License Application BA-2022-000666 (Draft)

FOOD VENDOR

*Are you the owner of the stand or mobile canteen? Yes No (None)

*Vendor License Type:

6. The required documents will be uploaded. For more information see the job aide on uploading documents.



Business License Application BA-2022-000666 (Draft)

Upload the required documents outlined below.
All required documents must be uploaded in order to submit application.
Maximum File Size is 100Mb per document.

DOCUMENTS TO ATTACH

| Uploaded | Document Type | Description | Sample Form |
|----------|---|---|---------------|
| | Criminal Record Check Results | Verification of whether or not you have a criminal record. Must be completed within the 30 days prior to the date the license application is submitted. | None Required |
| | Photograph | A photo of the food service vehicle. | None Required |
| | Proof of Insurance | A document proving \$2,000,000 coverage and naming Halifax Regional Municipality as additionally insured. | None Required |
| | Valid Health Permit | Your valid Food Establishment Permit from the Province of Nova Scotia. | None Required |
| | Optional Documents - Business Licensing | | None Optional |
| | Owner Consent | Written consent from the owner if you are not the owner of the vehicle or stand. | None Optional |

UPLOADED DOCUMENTS

| * Attachment Type | Description | Acceptance Status |
|-------------------|-------------|-------------------|
|-------------------|-------------|-------------------|

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7. A summary of the application is next and allows for payment of fees.

Business License Application BA-2022-000666 (Draft)

[SUBMIT APPLICATION](#)

LICENSE INFORMATION

Activity Start Date: Aug 1, 2022

BUSINESS

Existing Business: Amazing Business Empire (Amazing Business Empire)
1791 BARRINGTON ST, HALIFAX, NS B3J3K9

BUSINESS OWNERSHIP

Legal Entity: Amazing Business (Individual)

LICENSE TYPE

| Name | Category | NAICS |
|---------------|----------|-------|
| Vendor - Food | Vendor | 72233 |

FOOD VENDOR

Are you the owner of the stand or mobile canteen? Yes

Vendor License Type: Bicycle Wagon

FEES

The following fees must be paid as part of your license application.

| Description | Amount | Balance |
|-----------------------------|----------|----------|
| Food Vendor Application Fee | \$120.00 | \$120.00 |

[Back](#) [Save](#) [Pay Fees & Submit Now](#) [Pay & Submit Later](#)

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8. Next the payment method is required.

Checkout

Contact information

First Name Last Name

Email Phone Number

Shipping Information

Address Line 1

Address Line 2 (optional)

City

Country Province Postal Code



Cardholder Name

Card Number MMY CW

Billing Address

Same as shipping address

Order Summary

Total **\$100.00**

[Back](#) [Checkout](#)

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9. Confirmation of the application submission is provided along with the Application Number. To view the overview of the application use the [click here](#) link.

Business License Application BA-2022-000666 (Submission Pending)

CONFIRMATION

Your Business License Application was submitted successfully. You will be notified when your Business License is ready to issue.

Application Number: BA-2022-000666

To view the information and status for this Business License Application [click here](#)

Business License Application BA-2022-000666 (Submitted)

| LICENSE INFORMATION | APPLICATION ACTIVITIES | | | | | | |
|--|--|-------------|--|---|--------|-------|--|
| Activity Start Date: Aug 1, 2022 | <i>This is where you can make requests on your application. The eligible request types will appear depending on what your application status is. The requests can include:</i> | | | | | | |
| BUSINESS | WITHDRAW APPLICATION | | | | | | |
| Existing Business: Amazing Business Empire (Amazing Business Empire) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9 | Withdraw Application | | | | | | |
| BUSINESS OWNERSHIP | FEES | | | | | | |
| Legal Entity: Amazing Business (Individual) | You have no outstanding fees. | | | | | | |
| LICENSE TYPE | | | | | | | |
| <table><thead><tr><th>Name</th><th>Category</th><th>NAICS</th></tr></thead><tbody><tr><td>Vendor - Food</td><td>Vendor</td><td>72233</td></tr></tbody></table> | Name | Category | NAICS | Vendor - Food | Vendor | 72233 | |
| Name | Category | NAICS | | | | | |
| Vendor - Food | Vendor | 72233 | | | | | |
| FOOD VENDOR | | | | | | | |
| Are you the owner of the stand or mobile canteen? Yes | | | | | | | |
| Vendor License Type: Bicycle Wagon | | | | | | | |
| RELATED INFORMATION | | | | | | | |
| <table><thead><tr><th>Type</th><th>Description</th></tr></thead><tbody><tr><td> Business</td><td>Amazing Business Empire (Amazing Business Empire) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9</td></tr></tbody></table> | Type | Description |  Business | Amazing Business Empire (Amazing Business Empire) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9 | | | |
| Type | Description | | | | | | |
|  Business | Amazing Business Empire (Amazing Business Empire) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9 | | | | | | |

MY ACTIVITIES MY INSPECTIONS MY PROJECTS MY BUSINESSES

[Show more...](#)

Note: Permits or Licenses with a status of DRAFT have not been submitted.

| Type | File Number | Description | Location | Status | Created Date | Submitted Date | Revisions Required | Next Action |
|--|----------------|--|---|-----------|--------------|----------------|--------------------|-------------|
|  Business License Application | BA-2022-000666 | Amazing Business Empire (Amazing Business Empire) Vendor - Food | 1791 BARRINGTON ST, HALIFAX, NS B3J3K9 | Submitted | Jul 19, 2022 | | | |