



# INFORMATION FOR STREET VENDING ON CITY PROPERTY

For additional information, call Engineering Services at 604-829-2024 or come to the Client Service Centre, 5<sup>th</sup> floor at 507 West Broadway.

For requirements regarding Food Vending, please contact your local Health Authority.

# Street Vending Information

## Product's Approved For Sale

**Food:** Applicants will need to contact their local Health Authority for information on conditions particular to each category of food.

**Other Products:** Artists selling original work (no manufactured prints), handcrafts, flowers, face painters, balloon sculptors, basket weavers and palm readers are also permitted.

## Operational Requirements - General

Please note that failing to meet any of the requirements listed may result in impoundment of goods and/or suspension of the Street Vending Permit. The display or sale of all tobacco products and instruments used for the consumption of drugs or tobacco is strictly prohibited.

## Street Vendor Fees:

Food \$ 1031.61 + HST      Other \$ 773.42 + HST

Current Vendors have until noon on the last business day of January to submit a 25% deposit to renew their current location(s). The balance of the permit fee must be paid in full before noon on the last business day in April.

## Street Vending Applicant Selection Information

**Non Food Locations:** A draw will take place in March to award all non food locations that have not renewed. One applicant and one alternate will be drawn per location. If for any reason the winning applicant declines or does not submit the required documentation and fees by the deadline, the alternate will be awarded that location after all necessary documentation is provided, verified and fees paid in full. Applicants selected in the draw will be considered for approval of both location and product. A list of locations and application forms will be available on the second Monday in February. You may pick up the information at the Streets Administration Branch, 5<sup>th</sup> floor at 507 W Broadway, Vancouver. Applicants must attend in person to complete the application and produce valid photo identification. A non-refundable application fee of \$50.00 (HST included) per location will be collected at this time. Faxed applications will not be accepted, nor will applications by any person other than the named applicant. We do not accept payment by cheque but we will accept payment by Cash, Debit, Visa, MasterCard or American Express.

All winners and alternates will be notified of the resulting status of their application(s). You must be at least 19 years of age to participate in the vending programme. After winning a location you will be required to submit payment in full for your location and produce any applicable documentation required by the last business day of April (Health Permit, Insurance etc.).

**Food Locations:** A panel of judges will be arranged to determine the successful applicants for this category. To be determined in January 2011, some criteria the judges will be looking for but not limited to are, experience, readiness, quality and diversity of food, healthy options, prepared kiosk and commissary, and environmentally friendly options.

## Street Vending Applicant Information

1. Locations that have not been renewed will be made available for public view and application on the second Monday in February. Each applicant may apply for a maximum of 3 locations (including any renewals).
2. It is the applicant's responsibility to ensure their product is approvable prior to application.
3. It is the applicant's responsibility to ensure that the location(s) applied for are not within 60 metres of the entrance to a fixed address business selling a similar product.
4. Vending Units must be constructed with the consultation and approval of the Engineering Department and, where appropriate, the Health Department.
5. The applicant must carry valid insurance in accordance with the "Insurance Information" handout.
6. If food is to be sold a Health Permit must be obtained before a Street Vending Permit will be issued.
7. The applicant must pay the permit fee and have all the required permits and insurance documentation before the permit will be issued.
8. The applicant must attend in person, produce valid photo identification and pick up the Street Vending Permit after it has been issued.

## Kiosk Location

The Vending Unit may only be operated in the exact location specified on the Street Vending Permit. The location must be kept free of rubbish and/or debris that is generated by the vendor or the customer.

## Street Vending Insurance Information

As a condition of being granted a Street Vending Permit, you are required to show "Proof of Liability Insurance" coverage which meets the following minimum requirements:

- Inclusive limit of \$2,000,000 P.L. and P.D., (Public Liability & Property Damage)
- Cross Liability Clause
- City of Vancouver named as an insured

A permit will not be granted until proof of satisfactory insurance has been received and approved.

## Street Vending Permit

- You must be legally entitled to work in Canada.
- The Street Vending Permit is non-transferable.
- The Street Vending Permit is invalid if sold and will be immediately revoked.
- The permit must be displayed to the public at all times.
- The permit is issued subject to the City Engineer's right to issue other permits or licences.
- Vending Unit can only be on the street during the times specified on the permit.
- Permit holder and/or Operator must co-operate fully with any City of Vancouver official or member of the Vancouver Police Department.
- Street Vending Permit remains the property of the City of Vancouver and must be surrendered immediately on the request of any City of Vancouver Official or member of the Vancouver Police Department.
- To maintain the permit, it must be renewed by the last business day in January.
- Permit year is from May 1 to April 30<sup>th</sup> of the following year.

## Vending Unit

- Vending Unit must maintain high standards of appearance at all times.
- All new Vending Units must undergo a Health/Engineering inspection.
- No changes may be made to Vending Unit without prior approval. Display boards are considered to be part of the Vending Unit and must also be approved.
- An operator must attend to the Vending Unit at all times.
- The operator may use one small folding chair, and have two coolers for drinks. No additional furniture or objects are permissible.
- The rear of a Dry Goods Vending Unit must be neatly draped to conceal the storage area.
- Operating hours are specified on the permit and the Vending Unit must be removed from City Streets during non operating hours.
- Failure to comply with the requirements listed may result in confiscation of goods, suspension and/or cancellation of Street Vending Permit.

## Vending Unit Storage - Commissary

The site location and storage facilities for the Vending Unit must be approved by the Health Department. The commissary must have:

1. a minimum of a painted concrete floor,
2. smooth, easily cleanable and impervious finishes on the walls, ceilings and storage surfaces,
3. a design that prevents the entrance and harborage of rodents or insects,
4. a minimum of a two compartment sink with hot and cold running water,
5. mechanical refrigeration for the storage of perishable products,
6. adequate electrical lighting, and
7. adequate rubbish disposal.

## Contact Information

Name/Department	Information	Contact Information
City of Vancouver, Engineering Department	Vending Information	Phone: 604-829-2024
Local Health Authority	Health Information	Various numbers