

SOCIAL POLICY

Administration Bulletin for Community Food Markets

Community food markets are for the sale of fresh or locally-prepared fruits and vegetables in conjunction with an existing approved use. They are intended to address healthy food retail gaps in underserved neighbourhoods. Please see <https://bylaws.vancouver.ca/Bulletin/C006.pdf>

Please complete and email this application directly to Social Policy at foodpolicy@vancouver.ca.
Processing time is a minimum of 10 business days.

Preliminary Assessment

Applicants are advised to speak with food policy staff about the proposed site and operation prior to submitting an application (foodpolicy@vancouver.ca)

Name of Applicant:	Host Facility and Address:
Organization:	Dates and Time of Operation:
Applicant Phone:	Applicant Email:

Requirements:				Staff Use Only	
Document	Copies Required	Details to Include	Notes	Copies Attached	Accepted
Site Plan	1	<ul style="list-style-type: none"> ▪ Address ▪ Legal description (lot #, block #, plan #, district lot #) ▪ Street names ▪ Location and dimensions of tables and/or booths and location of any permanent buildings ▪ Access to parking and loading spaces, if applicable 	<ul style="list-style-type: none"> ▪ Note: Pencil drawings are not acceptable. VanMap/Google Earth maps are acceptable if image and format is clear and legible. ▪ Note if any part of the proposed market will take place on property outside of the host facility's site. Avoid using City boulevards. ▪ Size and separation distance between temporary structures (e.g., tents/tables/bicycle trailers) and/or permanent structures are to be noted. A building permit may be required if booths or tents exceed 60 sq. meters. ▪ Vendor and visitor parking, if applicable, is to be clearly noted. 		
Document	Copies Required	Details to Include	Notes	Copies Attached	Accepted
Letter of Operation	1	<ul style="list-style-type: none"> ▪ Dates and hours of operation (anytime between 7am - 8pm) ▪ Number of stalls (max of 10) ▪ Identification of vendors/suppliers/products, if known ▪ Waste and compost removal ▪ Food-related program objectives of host facility ▪ Mitigation of impacts on neighbourhood, if applicable ▪ Food affordability and food access in underserved neighbourhoods ▪ Confirmation of approval from host facility ▪ Commitment to abide by City bylaws 	<ul style="list-style-type: none"> ▪ Due to the scale and size limitations of community food markets, impacts on the neighbourhood (such as traffic, parking or noise, etc.) are expected to be minimal. Directional signage is not permitted on City property. ▪ Applications must meet the objectives and criteria of the community food market administration bulletin (see above), in particular, to provide affordable fresh or locally-prepared fruits and vegetables intended to address healthy food retail gaps in underserved neighbourhoods. 		

Additional Information:		
Document	Details	Notes
Business License	Once the site plan and operational plan have been approved by Social Policy, and by Street Activities for markets on City property, operators must obtain a business licence for each site prior to use or occupancy of the site. https://vancouver.ca/doing-business/business-licences	Social Policy will notify Licenses and Inspections, Street Activities, and other staff as needed, of approved community food markets.
Liability Insurance	Community food markets must confirm with the host organization whether or not liability insurance is required prior to use of the site.	
Food Safety Requirements	Community food markets must comply with all food safety requirements and guidelines as set out by the Provincial Health Services Authority's (PHSA) <i>Guidelines for the Sale of Foods at Temporary Food Markets</i> at www.bccdc.ca For application review, contact Vancouver Coastal Health Authority at 604-675-3800.	Vendors can sell whole fruits and vegetables and home prepared low-risk foods at temporary food markets without contacting or receiving approval by the local health authority. It is the market organizers' responsibility to ensure that all products meet the definition of a lower risk food. Consideration for the sale of higher risk foods may be given by the local health authority provided the food is prepared in an approved, commercial food premise. This may require further application/permit.

Signature of Applicant:

Date:

Signature of Host Facility Contact:

Date:

Name of Host Facility Contact:
