

City of Vancouver



REQUIREMENTS & APPLICATION FOR NEWSBOXES ON CITY PROPERTY

For additional information call the Newsbox Program Coordinator at
(604) 829-9226 or 3-1-1

NEWSBOXES ON CITY PROPERTY REQUIREMENTS

The following is a summary of the City of Vancouver’s “Street Distribution of Publications By-law (9350)”.

1. General

- No publication may hold more than 700 location permits and a particular publication may not occupy more than 700 newsboxes at any one time, regardless of who owns that newsbox.
- News box inserts in Multiple Publication News box (MPN) compartments do not count towards the 700 maximum number of newsboxes per publication.
- Publications that are solely for the purpose of advertising a retail outlet, product line or service are not permitted. Publications with classified ads are permitted.

2. Application/Approval Process

General Applications

Any publisher wanting to display a publication on City streets must first submit a “General Application for Newsboxes on City Property” form signed by the applicant or by an individual who has legal authority to bind the applicant.

- The following must accompany the “Application for Newsbox Permit”:
 - a “City of Vancouver - Certificate of Insurance” completed and signed by the insurer;
 - a copy of the publication or publications that the newsbox, drop box or MPN compartment is to contain;
 - a description of the frequency of distribution; and
 - a plan showing the proposed newsbox dimensions, and a photograph or rendering showing the proposed design of the exterior of the newsbox.
 - If/When an application is approved the applicant will be notified in writing.

Newsbox Location Permits

An applicant for a permit to place & use a newsbox/drop box/MPN compartment must submit to the Engineering Services Committee an application for newsbox location permit(s) in letter or email format, signed by the applicant or by an individual who has legal authority to bind the applicant.

- Included with the Newsbox Location Permit Application, the applicant must also submit:
 - precise descriptions of the locations, or compartment in an MPN desired by the applicant; and
 - the appropriate application fee referred to in the section titled ‘Fees’ unless the applicant submits the application within 10 days after the applicant has had a permit revoked for any other reason than the applicant’s breach of the Street Distribution of Publications By-law in which case no fee is payable.
- No news box shall be placed on City streets prior to permit approval.
- Location approvals are non-transferable.
- If/When an application is approved the applicant will be notified via email and in writing.
- Newsbox Location Permits are renewable for a period of up to five (5) years. After the five (5) year period has expired renewal will only take place if there are no new applications for the location.

3. Newsbox Placement

Placement Requirements

- maximum of three (3) news box clusters per block face. A block face is defined as the sidewalk area along one side of a street between two streets that intersect the street on that side.
- maximum news box cluster size of four (4) news boxes, providing all other placement guidelines can be met.
- news boxes are to be clustered together and placed parallel to the curb.
- no more than two (2) news boxes per publication at an intersection or per block face.
- no more than one (1) news box per publication per corner.
- no mid-block news box clusters to be approved on blocks measuring less than 110 metres (350 feet).
- news boxes will not be permitted in single and two-family dwelling areas except at bus stops. News boxes in higher zoned residential areas may be permitted on a case-by-case basis where the other guidelines can be met.

No news box shall be placed or installed:

- within the corner curb radius of any intersection;
- within 0.3 metre of the edge of the curb where parking and loading in the adjacent roadway are not permitted at curb locations;
- within 1.0 metre of the edge of a curb where parking and loading in the adjacent roadway is permitted;
- in any curb cut designed to facilitate access by disabled persons or within one (1) metre of the curb cut;
- within any driveway or 0.6 metre of any driveway;
- within one and a half (1.5) metres of a fire hydrant or other fire service connection or bicycle rack;
- within one (1) metre of a traffic signal, utility pole, decorative street light pole or tree;
- between traffic signal poles, or other utility poles to which pedestrian activation buttons are attached, and the crosswalk which they serve;
- within any transit loading or unloading area in a manner that interferes with boarding, disembarking or queuing by transit passengers;
- in a manner that obstructs the sightlines of an advertising panel on a transit shelter;
- on, over or within any part of the traveled surface of the portion of the street, including any curb;
- on any sidewalk in such a manner that less than 1.5 metres of sidewalk width immediately adjacent to the installation is available for pedestrian passage;
- in a manner that obstructs driver, or pedestrian sight lines, or otherwise compromises public safety;
- on top of, or in a manner that interferes with access to any utility access cover;
- on grass or landscaped surfaces;
- bolted to a sidewalk, or chained to a utility pole, transit stop pole, or any other City street furniture;
- in a manner that would required pedestrians to adjust their line of travel to pass the news box;
- at an intersection corner or mid-block location where there is a multiple publication news box (MPN).

Exceptions to the above guidelines may be considered by the City Engineer on a case-by-case basis.

4. News box Design

Newsbox Size:

Height Min. 0.9m - Max. 1.08m

Width Min. 0.42m - Max. 0.61m

Depth Min. 0.38m - Max. 0.51m

- A newsbox must weigh a minimum of 40kg. (90lbs) and include sufficient base weight to prevent it from tipping.
- News boxes less than 0.42m in width may be permitted only if located in the middle of a cluster of three or more news boxes.
- News boxes to be manufactured of metal except for the door, completely enclose the publications it contains and have a self-closing door.
- No plastic news boxes will be permitted.
- No 3rd party advertising, notices or signs are permitted. The exterior of the news box may contain the name of the publication, logo, price and box cards. Box cards advertising the publication or promotions sponsored by the publication are permissible.
- No front pages of publications, which consist of mainly advertising may be displayed in newsboxes or Multiple Publication Newsracks (MPNs)
- Box cards are to be displayed on the front of the news box below the door.
- Each permitted news box must have affixed to it and readily visible and legible at all times, the contact name, address, email address (if applicable) and telephone number of the owner, circulation department of the owner or person in control of the news box.
- Drop boxes intended for the purposes of distribution to nearby retail outlets will be permitted only if there is no off-street alternative to their location.
- The design of drop boxes will be subject to approval of the City Engineer. Drop boxes are expected to be smaller than newsboxes, be in a neutral colour (eg-grey), contain no markings or advertising on the outside except the required identification, remain locked and be placed against the wall of the associated retail outlet in a way that does not impede pedestrian traffic.

5. Space Allocation - News boxes

- Existing available spaces will be allocated on a first-come, first-served basis upon application from a publisher and review of the location.
- Applications for locations where there are no available spaces will be placed in a queue and approved at such time as a space become available.
- Where new spaces become available a lottery process will be used where demand exceeds available spaces.

6. Space Allocation - Multiple Publication News boxes (MPNs)

Staff will determine locations for the MPNs and the process for allocating space in the MPN will be as follows:

- Staff will advise publications with standalone news boxes at the intersection corner or the mid-block location of the proposed MPN location
- Interested publishers will apply for one of the MPN compartments
- If the number of applications is less than the number of compartments available, staff will approve space for those publications applying and will allocate any extra space in the MPN through a lottery draw
- If the number of applications equals the number of compartments available, staff will

- approve space for those publications applying
- If the number of applications exceeds the number of compartments available, a lottery draw will be held to determine which publications will be approved in that
- MPN.
- Publications at the intersection corner or mid-block location that do not submit an application for a compartment, or publications that are unsuccessful in the lottery draw must remove their news boxes from that intersection corner or mid-block location

Once the publications that will go into the MPN has been determined, the compartment position for the publications will be allocated as follows:

- The publisher to empty the recycling compartment will be determined through a lottery draw, if necessary, and that publisher will get first choice for compartment location.
- A lottery draw will be conducted to determine locations for the remaining publications
- No more than one compartment per publication will be permitted in any MPN
- If no publisher indicates a willingness to empty the recycling compartment, or the publisher designated to empty the recycling compartment fails to do so on a daily basis, the City Engineer may make other arrangements for the emptying of the compartment and charge related costs equally to the publishers of that MPN

7. Operational Issues

- Publishers will be responsible for keeping their news boxes clean and in good repair
- Publishers will not be responsible for maintenance of MPNs
- Publishers will be responsible for removing old issues from news boxes and recycling them
- News boxes must be stocked with new issues on scheduled issue release days and must be stocked at least weekly for publications for which release frequency is less than weekly
- Hawkers must wear identification badges, pickup newspapers littered in the vicinity of the hawking location and comply with the Street & Traffic By-law. A code of conduct for hawkers will be developed jointly by publishers employing hawkers and City staff
- The City Engineer may require temporary removal of news boxes at the expense of the publisher as a result of any construction, special event, or street use where the City Engineer determines that these news boxes interfere with these activities or compromise public safety

8. Enforcement

The City Engineer may revoke a location permit and impound news boxes without notice where:

- A news box is located in a manner that contravenes the placement guidelines above;
- A news box has been placed at a location not approved by the City Engineer;
- A news box is located in a manner that compromises public safety or security or conflicts with a municipal purpose;
- A permit holder fails to comply with its obligations under the By-law and does not rectify such non-compliance within 3 days of a request from the City Engineer;
- A permit holder fails to respond to notices to clean, maintain or relocate a news box within 3 days of the third notice from the City Engineer regarding the same infraction;
- A permit holder fails to keep a news box stocked for 3 consecutive days for daily publications or on 3 occasions over a period of 21 consecutive days for other than daily publications;
- A newsbox is not located at an approved location for more than 90 consecutive days.

9. Fees

- At the beginning of each year, publishers will be provided with a list of their permitted locations and will be invoiced for fees based on the total number of permitted locations as of December 31st the preceding year.
- Permit fees are to be paid on or before January 31st in each calendar year.
- Permit fees for new locations are to be paid with 30 days of approval being granted, except that if a permit is granted after September 30th in a calendar year then no location fee is payable for the balance of that calendar year.

Fees for news boxes will be payable as follows:

Type	Fee
Permit Fee (per free-standing newsbox)	
1 - 100 newsboxes	\$41.32/yr
101 - 700 newsboxes	\$123.92/yr
Drop boxes (per box)	\$41.32/yr
Application Fees	
New Locations	\$61.78/location
Lottery Draw	\$24.71/location
Impounding Fees As per Impounding By-Law No. 3519	

General Application for Newsboxes on City Property

Publication

Publisher Name: _____

Publication Name: _____

Frequency of Publication: _____

Mailing Address: _____ Postal Code: _____

Billing Address: _____ Postal Code: _____

Contact Person

Contact Name: _____ Email: _____

Phone: _____ - _____ - _____ Fax Number: _____ - _____ - _____

Insurance

Insurance Broker\Agent: _____ Address: _____

Phone: _____ Fax: _____ Insurance Carrier: _____ - _____
Policy Number

Business License

City of Vancouver Business License No. _____

Release and Indemnity

Pursuant to Section 10 of the Street Distribution of Publications By-law No. 9350, from and after the date of this application, the applicant must:

- a) release and discharge the city and all city personnel from all claims, including general, special, exemplary or consequential damages, direct or indirect losses including economic losses whether or not known or suspected, compensation, expenses, costs including costs on a solicitor-client basis, common law or statutory penalties or fines, demands, suits, actions, orders, judgments, or proceedings, at law or at equity, of the applicant; and
- b) indemnify and save harmless the city and all personnel from all such claims by a third person;

in connection with, arising out of, incidental to, or which would not have arisen but for, the placement, use, repair, maintenance, operation, removal, or abandonment of any news box or drop box, or the use or operation of any compartment, authorized by a permit issued to such person.

By signing below, the applicant agrees to comply with the conditions and regulations as set out in the Street Distribution of Publications By-law No. 9350.

Authorized Signatory

Print Name

Date

Please forward your completed application form and all other required documentation to:

**Leanne Riding, Newsbox Coordinator
Engineering Services
Streets Administration Branch
#320 - 507 West Broadway
Vancouver, BC V5Z 0B4
Leanne.riding@vancouver.ca | newsboxes@vancouver.ca**

If you require any further information please contact the Newsbox Coordinator at 604-829-9226.