



# **STREET VENDING INFORMATION GUIDE FOR STATIONARY FOOD AND NON FOOD PERMIT LOCATIONS**

**For additional information contact 3-1-1 (outside Vancouver, 604-873-7000)  
or visit  
Engineering Services, 507 W Broadway (5<sup>th</sup> Floor)**

**For requirements regarding Food Vending Units or Commissaries please  
contact Vancouver Coastal Health Authority at 604.675.3800**

## Stationary street vending permits

The City uses a scoring system to award new permits to stationary street food vendors and a lottery system to award new permits to stationary non-food street vendors.

If locations are available for the current year, applications will be accepted in February and be due by the end of the month.

Top-scoring applicants are awarded new street food permits that are issued on May 1 every year, and lottery winners are awarded new non-food street permits that are issued on May 1 every year.

If there are no locations vacated or available, applications will not be accepted until the following year.

### Street Food vendors can also sell street food:

- In other parts of Vancouver with a roaming street food vending permit
- At events, markets, or festivals by contacting the event organiser

## Important dates

Date	What happens
<b>January 31, 2020</b>	Last day for renewing vendors to pay their deposit fee.
<b>April 30, 2020</b>	Last day for renewing vendors to pay the balance of their permit fee and provide any related documentation.
<b>May 1, 2020</b>	Permits are issued, valid for one year until April 30, 2020.

## 2020 Fees

	Cost
<b>Application fee</b>	\$55.20
<b>Permit fee (food)</b>	\$1,220.77 + 61.04 GST
<b>Permit fee (non-food)</b>	\$915.25 + 45.76 GST

## Qualifications

To apply, you need to:

- Be 19 years old and over

- Be legally entitled to work in Canada
- Have a current City of Vancouver business licence
- Have valid liability insurance
- Have a valid health permit (food units only)

## Insurance requirements

As a condition of being granted a vending permit, you must 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 insurance has been received.

## Rules and requirements

### Vending permits

Permits:

- Are valid from May 1 to April 30 of the following year
- Remain the property of the City of Vancouver
- Must be displayed to the public at all times
- Must be given immediately, upon request, to any City of Vancouver official or Vancouver Police Department member
- Cannot be rented or transferred to the control of another operator

### Permit holders

Permit holders need to:

- Meet the City's general permit conditions
- Cooperate with any City of Vancouver official or Vancouver Police Department member
- Get approval before changing menus by the Engineering Department and Vancouver Coastal Health, (food units only)
- Ensure the vending unit is attended to at all times when in operation
- Ensure that the location is kept free of rubbish and debris generated by the vendor or customers
- Maintain a waste management plan for your vending unit that complies with Solid Waste By-Law No. 8417 (food permits only)

You must operate your vending unit:

- For at least 90 days in the permit year (May 1 to April 30 – food units only)

- Only at the exact location and times specified on the permit
- During the operating hours displayed on the permit, and remove your vending unit from City streets during non-operating hours

## **Food trucks, food trailers, and other food or non-food vending carts or units,**

- May not relocate for any reason unless absolutely necessary, with approval of the Engineering Department (for example, when there is road or sidewalk construction)
- Be constructed with the consultation and approval of the Engineering Department and, where appropriate, Vancouver Coastal Health
- Follow all requirements set out in National Fire Protection Association (NFPA) Standard 96 for ventilation control and fire protection (food units)
- Undergo a health inspection (food units)
- Not make any changes without prior approval
- Maintain high standards of appearance at all times

## **Display boards**

Only one sign board per vending unit will be permitted.

Signs boards:

- Are considered to be part of the vending unit and must also be approved
- Must be placed against the vending unit at all times

## **Storing your vending unit (food permits only)**

The site location and storage facilities for your vending unit must be approved by Vancouver Coastal Health.

Please refer to Vancouver Coastal Health's guidelines:

The vending unit storage facility, also known as a commissary, must have:

- A minimum of a painted concrete floor
- Smooth, easily cleanable and impervious finishes on the walls, ceilings and storage surfaces
- A design that prevents the entrance and harbourage of rodents or insects
- A minimum of a two compartment sink with hot and cold running water
- Mechanical refrigeration for the storage of perishable products
- Adequate electrical lighting
- Adequate rubbish disposal

## **When rules and requirements are not followed**

Permit holders and vending unit operators that do not follow City bylaws and permit conditions can have their:

- Goods confiscated
- Permit suspended, cancelled, or not renewed

**The City is not responsible for the economic viability of any location.**

## How to apply for a stationary street vending permit

If locations are available for the 2020 season an application form and information on how to apply, will be attached to the website at [www.vancouver.ca](http://www.vancouver.ca)

## Renewing your permit

For existing vendors, to renew your stationary street vending permit for 2020, you will need to go online to your account and;

- Attach a current City of Vancouver business licence
- Attach an appropriate liability insurance
- Pay the permit deposit fee by the end of January and the remainder of the permit fee by end of April
- Attach a valid Vancouver Coastal Health permit (food permits only)
- Fill out the vendor agreement document

## Waste Management Plan (food permits only)

The Waste Management Plan criteria aligns with City of Vancouver's priorities, specifically the Greenest City Action Plan, Zero Waste 2040 Plan, and the Solid Waste By-Law.

Street Food Vendors are required to:

- Separate waste into a minimum of 3 streams: recyclable, compostable organics, and general garbage as required by City By-Law
- Collect, remove, and appropriately dispose of all garbage, recyclables, and compostable organics originating from your operation
- Demonstrate a commitment to sustainability by reducing packaging where possible and using recyclable or compostable packaging and utensils

# APPENDIX A

## WASTE MANGEMENT PLAN GUIDELINES

If you are successful with your permit application/ renewal, it is expected that you will implement the measures as stated in this section. Recycling and composting options must be present at your vending and commissary sites.

### Background

As part of the Greenest City Action Plan, the City of Vancouver is striving to reduce solid waste from going to landfill and incinerator by 50% from 2008 levels by 2020.

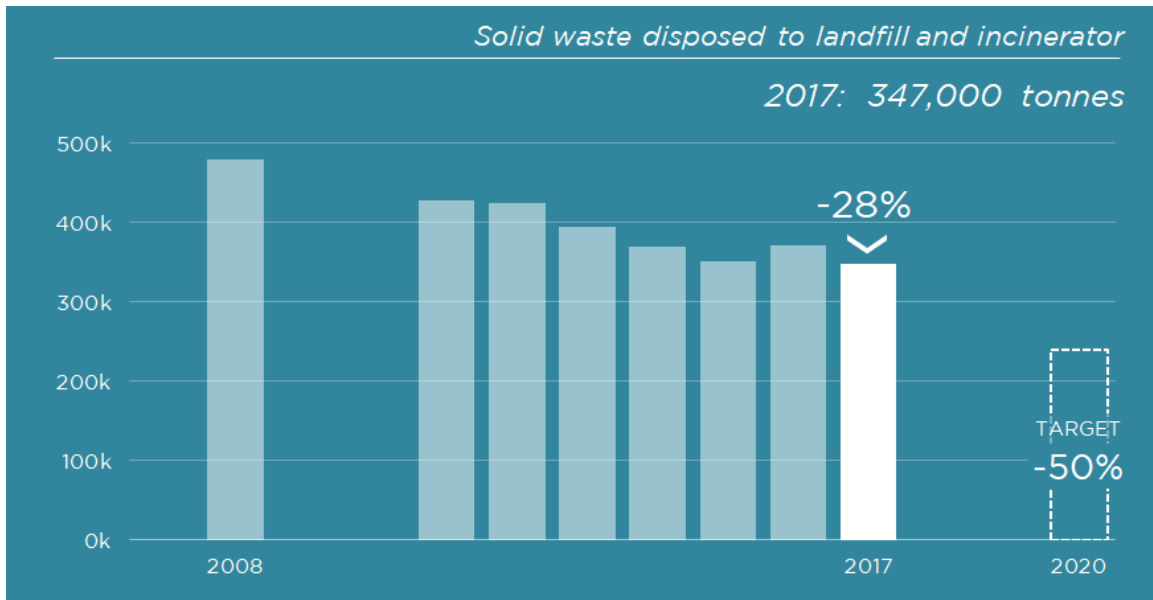


Figure 1: Annual Solid Waste Disposal in Tonnes (City of Vancouver, 2017)

The success of waste diversion is highly dependent on waste reduction and recycling efforts of our residents and businesses. Street food vendors are an important public symbol on how to act responsibly towards our environment, specifically through proper waste management. Learn to reduce food waste on Metro Vancouver's Love Food Hate Waste website (external website): <https://www.lovefoodhatewaste.com/>

# Why Recycle Food Scraps and Divert Waste?



## Recyclable Materials and Organic Waste Diversion Guidelines

### Pursuant to the Solid Waste By-Law No. 8417

- Businesses must have a recyclable materials diversion plan for any recyclable waste produced on the property and dispose of recyclables in accordance with their plan (section 5.12)
- Businesses must have an organic waste diversion plan for any organic waste (including food scraps) produced on the property and dispose of organic waste in accordance with their plan (section 6.7A.1)

**There are various ways to comply with these bylaws. The most common option is to set up receptacles for separating and collecting the various waste streams. Street food vendors should consider the following:**

- Provide a minimum of three separate receptacles, one for compostable organics, one for recyclables, and one for general garbage at the vending site for use by staff and customers.
- Take all waste streams from the vending site back to the commissary site for disposal in accordance to City By-law
- Provide clear signage with visuals on the receptacles to help staff and customers sort waste correctly. Signage is available to download at the Metro Vancouver website:  
<http://www.metrovancouver.org/services/solid-waste/recycling-signage-campaigns/recycling-signage-colours/Pages/default.aspx>



- If your commissary uses a private waste hauler to dispose of your waste, please discuss with them your options for diverting recyclables and organics.

## **Packaging and Utensil Guidelines**

In support of the goal to become a zero waste community, the City of Vancouver has created the Single-Use Item Reduction Strategy as part of the Zero Waste 2040 plan to support a reduction of waste from single-use items such as plastic and paper bags, polystyrene foam cups and take-out containers, disposal hot and cold drink cups, take-out food containers, and disposable straws and utensils. Details of the full strategy can be found here: [vancouver.ca/singleuseitems](http://vancouver.ca/singleuseitems).

To reduce garbage and reduce business costs spent on packaging and waste disposal, Street Food Vendors should minimise single use packaging and utensils and, instead, consider using re-usable products. If there is no other choice, consider using products that are recyclable or compostable.

Note that many compostable plastic and biodegradable plastic products, such as cups, cutlery, food containers, and bags may not be accepted at local composting facilities. Please check with your waste disposal service provider to confirm whether your chosen products are accepted in composting and recycling facilities.