



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 (5th 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
January 31, 2019	Last day for renewing vendors to pay their deposit fee.
April 30, 2019	Last day for renewing vendors to pay the balance of their permit fee and provide any related documentation.
May 1, 2019	Permits are issued, valid for one year until April 30, 2020.

2019 Fees

	Cost
Application fee	\$54.12
Permit fee (food)	\$1196.84 + 59.84 GST
Permit fee (non-food)	\$897.31 + 44.87 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:

- As owner operator for at least 90 days in the permit year (May 1 to April 30)
- 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 2019 season an application form and information on how to apply, will be attached to the website at www.vancouver.ca

Renewing your permit

For existing vendors, to renew your stationary street vending permit for 2019, 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

New Waste Management Plan Criteria

Food Permits Only

Due to the change in Metro Vancouver's organics ban and changes to the Solid Waste By-law, all businesses and residents in Vancouver are required to divert organics from the garbage. This includes raw food, plate scrapings, leftovers, packaged food, meat etc. Some food soiled paper such as pizza boxes or used table napkins can also be collected with your food scraps. Check with your commissary to ensure you are recycling appropriately.

As of January 1, 2017, any organics composition over 5% found in the garbage is subject to a fine.

Please refer to the appendix for more information.

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, Metro Vancouver's organics ban, 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 require by City By-Law
- Collect, remove, and appropriately dispose of all garbage, recyclables, and compostable organics originating from your operation
- Demonstrating a commitment to sustainability by reducing packing where possible and using recyclable or compostable packaging and utensils

Please attach your waste management plan to outline how your business will meet these criteria. Refer to the appendix for more information regarding the waste management plan.

APPENDIX A

WASTE MANGEMENT PLAN GUIDELINES

If you are successful with your permit application/ renewal, it is expected that you will implement the measures 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, 2016)

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 programme for any recyclable waste produced on the property and dispose of recyclables in accordance with their plan (section 5.12)
- Businesses must also have an organic waste diversion plan for any food waste and organic waste produced on the property and dispose of organics 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 and avoid fines. 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

To reduce garbage and reduce business costs spent on packaging and waste disposal, Stationary 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 compostable plastic and biodegradable plastic products, such as cups, cutlery, food containers, and bags are currently not compatible with many existing local composting facilities. Please check to confirm whether your chosen products are accepted in your hauler's composting and recycling facilities.

Please confirm with your hauler the accepted materials in each of your compostable organics, recyclables, and garbage streams. The table in the Appendix is provided as a reference only for ideas on what to use for packaging and utensils. A more detailed report written by UBC on food service ware procurement guideline can be viewed

here: <https://sustain.ubc.ca/sites/sustain.ubc.ca/files/Food%20Service%20Ware%20Guide%20Aug%2015%2016.pdf>