



# Street Activity Program Principles and Guidelines

Corporation of the City of New Westminster

Development Services Department

*Since 1997, the City of New Westminster has accepted applications for street vending and street entertaining on designated city sidewalks. The intent of the Street Activity Program is to bring more street vitality to New Westminster's historic Downtown while creating employment opportunities for small business operators.*

## Application Process

### Application Form

Submit a completed application form to the Development Services Department-Strategic Services Division at City Hall.

### Selection Review / Audition Process

A Selection Committee (comprised of representatives from the Development Services Department and the Downtown Business Improvement Area) reviews the street vending or street entertainment proposal. The Committee either rejects or approves the application in principle. Rejected applications may be modified and resubmitted without paying an additional application fee.

### Lottery of Pre-Screened Applicants

Applications that have received approval in principle from the Selection Committee will be entered into a lottery. Successful applicants will have the option of renewing their license the following year if their operation has been satisfactory (i.e. no unresolved complaints). Renewals will bypass the design review and lottery selection process.

### Issuance of Business License

Successful applicants will be required to pay a license fee. The non-transferable licence will permit a street vendor or street entertainer to operate at a specified location for one year.

For a *street vending license*, the fee is \$160.25 per year plus a \$200 refundable maintenance deposit to the City of New Westminster. Before receiving the license, the applicant must verify he/she holds \$2,000,000 public liability insurance coverage.

For a *street entertainment license*, the fee is \$30 per year.

### Ongoing Monitoring

Vendors and entertainers will be monitored to evaluate compliance within the guidelines. Successful vendors and entertainers will be eligible for license renewal.

## Street Vendors'



## Kiosks Design Considerations

As part of the business license approval process, a street vendor is required to go through a design review of his/her kiosk. The design review process ensures that kiosks are compatible with the character of the commercial area and help enliven the street. Applicants must submit four copies to the Licensing Department of a design plan for the kiosk, indicating in writing and with drawings how each of the above design issues will be addressed. A Selection Committee, with representation from the Development Services Department and the business community, will review several aspects of each kiosk:

### Colours and Materials

Kiosks should be compatible with the character of the surrounding commercial area (i.e., heritage colours, natural wood).

### Creativity and Street Beautification

Kiosks should enliven the commercial street by having festive awnings and umbrellas. Historic themes and names for kiosks should be considered where it would contribute to the tourism impact of the kiosks. Street vendors should consider other street beautification methods such as hanging flower baskets and flower pots, wherever possible.

### Signage Regulations

Signs will be compatible with the character of the surrounding area and will comply with the Sign Bylaw.

### Maximum Size and Shape

Kiosks will not occupy an area larger than 5 feet (152 cm) by 8 feet (244 cm) and no taller than 7 feet (213 cm) at any point. The operator must ensure there is no obstruction to the use and access by pedestrians on city sidewalks.

### Display of Merchandise

Merchandise must be displayed on or immediately adjacent to the kiosk. Merchandise shall not extend more than 1 meter from the kiosk and shall not disrupt the flow of pedestrian movement.

### Mobility

Carts must be mobile (i.e., wheels) and vendors will need to demonstrate how and where carts will be stored in the evenings.

# Rules for Street Vendors and Street Entertainers

## Types of Street Vending Permitted

The Street Activity Program permits vending of the following items:

- non-perishable foods: tourist oriented foods, boxed salmon, hard candy, and pre-packaged food items such as trail mix and caramelized popcorn (other popcorn is not permitted);
- pretzels and chestnuts;
- fresh fruit and produce;
- coffee, tea and juice;
- arts and crafts;
- tourist goods and services;
- tourist information; and,
- other items that are related to those in the above list and are acceptable to the Selection Committee.

The following items are not permitted: hot dogs, donairs, sandwiches, ice cream, and popcorn (except for caramelized popcorn as indicated above).

## Locations

Two street vending permits will be issued for the Boardwalk between Sixth Street and Begbie, three at Hyack Square and two at New Westminister SkyTrain Station at Eighth Street.

One street entertaining permit will be issued for each of the following locations: the Boardwalk between Sixth Street and Begbie, Hyack Square and New Westminister SkyTrain Station at Eighth Street.

Additional locations will be considered

on the merits of each application.

## Operating Times

The Street Activity Program operates between January 1 and December 31, inclusive. Street vendors are allowed to operate from 6:00 am to 9:00 pm, daily. Street entertainers are allowed to operate from 10:00 am to 9:00 pm, daily.

## Cleanliness of Designated Area

Each street vendor or entertainer is responsible for the general cleanliness of his/her designated area, and must provide a waste receptacle. If a vendor is found responsible for uncleanliness in the designated area, the City will subtract the cleanup cost from that vendor's deposit.

## Identification

Each street vendor or entertainer must

wear an identification badge at all times.

## Tourism Ambassador for New Westminister

Preference will be given to applicants who can demonstrate an ability to welcome and direct tourists to destinations around New Westminister, as well as reporting any nuisance behaviour to the appropriate City authorities (e.g., New Westminister Police Services). transferable.

## Renewing Applicants Priority

At the time of license renewal, priority will be given to street vendors and entertainers who have previously been licensed by the City. The City of New Westminister reserves the right to either revoke or not renew the business license of street vendors and entertainers that do not comply with the Street Activity Program guidelines.



City of New Westminister  
511 Royal Avenue  
New Westminister BC V3L 1H9

**Application forms are available at:**  
Development Services Department-  
Strategic Services Division  
**Telephone:** 604-527-4565  
**For more information, contact:**

Development Services Department-  
Planning Division  
**Telephone:** 604-527-4532  
**Fax:** 604-527-4511  
**E-mail:**  
plnpost@city.new-westminister.bc.ca  
**Web Site:**  
www.city.new-westminister.bc.ca



# Street Activity Program Application for a Permit

Corporation of the City of New Westminster

Development Services Department

## Part A: General Information

See the Street Activity Program Principals and Guidelines publication before filling out this application. Only complete applications will be considered. If your application for a street activity permit is successful, you will be required to pay a license fee.

For a street vending license, the license fee is \$160.25 per year. As well, you will be required to make a \$200 refundable deposit for maintenance of your sidewalk area, and demonstrate that you have \$2,000,000 public liability insurance coverage.

For a street entertainment license, the license fee is \$30 per year.

Name

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Address

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City

Postal Code

Telephone

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Have you ever been convicted of a felony?

Yes  No

Where is your preferred location (number your first, second, third priority):

- a.  Boardwalk between Sixth Street and Begbie Street
- b.  Hyack Square
- c.  New Westminster SkyTrain Station at Eighth Street
- d.  Other

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List any features that your proposal would include to welcome and/or direct tourists to important destinations around New Westminster.

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If you are applying for a Street Vending Permit, go to Part C. If you are applying for a Street Entertaining Permit, go to Part D.

## Part B: Office Use Only

Complete Application Received

Yes  No

License Fee Received

Yes  No

Selection Committee Approval in Principle

Yes  No

Insurance Coverage Verified

Yes  No

Application Final Approval

Yes  No

Maintenance Deposit Received

Yes  No

Site Approved

Yes  No

**Part C: Street Vending Application**

Provide a brief description of your street vending proposal and list all goods/services for sale.

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Attach 4 copies of drawings or photos of your proposed kiosk, indicating dimensions, colour schemes, materials and attached decorations (e.g. umbrellas, hanging flower baskets). Include any additional comments about the design or theme of your proposed kiosk.

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At what address will the kiosk be stored in the evening?

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**Part D: Street Entertaining Application**

Describe the street entertainment you wish to provide.

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If your street entertainment involves props that are potentially hazardous, such as knives or open flame, describe how you will ensure that the public is safe from harm.

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