



Food Trucks

In 2016, City Council adopted a new bylaw to allow Food Trucks to operate on city streets.

All Food Trucks operating in the City of New Westminster require a business license, and must follow the regulations regarding location, size, waste disposal and hours of operation.

Where Can I Locate My Food Truck?

Licensed Food Trucks may operate within seven designated areas. They can use any legal parking space, on either side of the street and may roam between and within these areas.

1. Downtown - Columbia St, Front St & Carnarvon St.
2. Queensborough - Ewen Ave between Jardine St and Hampton St.



Location Quick Facts

Hours: 6:00 am to 1:00 am, daily

Sapperton at RCH ONLY: 24 hrs

Cuisine: Food truck vending is not allowed within 100m of an existing food service establishment with a similar cuisine.

Parking: Must be open for business and attended by staff at all times while parked on city streets.

3. Sapperton - East Columbia St between Sherbrooke St and Braid St, and between Keary St and Hospital St.
4. Upper Twelfth St. - between Sixth Ave and Tenth Ave.
5. Uptown - Sixth St between Fourth Ave and Eighth Ave, and on Belmont St.
6. Tipperary Park - Parking lot on Fourth St.
7. 1319 Third Ave - One parking space outside the brewery.

- Please [click here](#) to access the online Certificate of Insurance.

Annual Licenses

- Permits roaming on City street locations
- Valid until December 31st of each calendar year.
- Application fee is \$50.00
- Cost \$180.50 (1-3 employees)
\$262.44 (4+ employees)

What Insurance Do I Need?

An executed copy of a Certificate of Insurance indicating the following is required:

- \$5M Commercial General Liability Insurance
- City of New Westminster named as Additional Insured
- 30 days prior written notice of cancellation / change

Special Events

The following three steps must be completed in order to participate in a special event:

1. The Event Organizer collects these three documents from the Food Truck Operators to submit to the City:
 - Fire Declaration ([click here](#))
 - Proof of a recent fire inspection/record from

another fire department in Metro Vancouver, or , Proof of Fire Inspection from the New West Fire Department (NWFD).

- Contact NWFD to schedule an inspection. To ensure that operators/owners will have adequate time and opportunity to have inspections done, the NWFD will schedule Food Truck inspections every Tuesday and Thursday from 9:00am – 11:00am starting February 2nd, 2017.
- Operators/owners will be required to pre-book inspection appointments. Please call 604-519-1000 Monday-Friday between 8:00 a.m. - 4:30 p.m. and ask for the Fire Inspection Office to book an inspection.
- The fire department will provide the owner/operator a letter of approval once the inspection has been completed.
- **Certificate of Insurance** (see “What Insurance Do I Need?”).

2. The Event Organizer submits a binder containing all the completed fire documents to Rob Dick at NWFD one month prior to the event (incomplete documents will not be accepted).

3. The Event Organizer submits the following to the City’s Special Event Coordinator one month prior to the event:

- A complete list of participating food trucks and proof of a Health Permit from Fraser Health (an email verifying this from Fraser Health will be accepted).
- A completed Insurance Document for each participating food truck.

Other Questions...

What if another Food Truck is already at my preferred location ?

Food trucks may operate at any legal parking space within the designated locations. All locations are first-come, first served. Food trucks do not have to pay the hourly meter, but do have to observe the city bylaws relating to use of streets.

Can my food truck reserve a parking spot? What about staying overnight?

Food Trucks that wish to reserve a parking space can apply for a Street Occupancy Permit from the Engineering Department (604-527-4592), at a cost of \$35 per day. An additional \$15 per day is charged if that space is at a parking meter. Applications may be accepted for SOPs outside of the designated locations. Food trucks must be removed from the street overnight and may not be parked on city streets unless they are open for business. Only the Sapperton at RCH designated area permits may vend between 1:00 a.m. and 6:00 a.m.



Can I set out tables and chairs? What about signs?

Food truck operators may not put out benches, chairs or tables on city sidewalks. One portable sign is permitted, but it must be placed immediately adjacent to the truck, not across the street or obstructing the sidewalk.

Can we use city garbage cans?

No. Food truck operators are responsible for collecting all garbage and recycling and must provide appropriate cans. Operators are expected to clean up the surrounding area (within 10m) after vending at a location.

Application forms are available online at:

<https://www.newwestcity.ca/business/licences.php#business-license-application-forms>