



Street Vending Information

Street vending applications are reviewed on a first-come, first-served basis, beginning January 1st.

Street vendors who have been previously licensed by the City are given renewal priority. The City of New Westminster reserves the right to revoke or not renew the business license of vendors who do not comply with any of the Street Activity Program guidelines.

Street Vending Locations

1. Outside New Westminster SkyTrain Station, on the Eighth Street sidewalk
2. Outside Columbia SkyTrain Station, on Columbia Street
3. Hyack Square at the foot of Eighth Street at Columbia Street
4. New Westminster Public Library Plaza
5. Sixth Street & Columbia Street outside Police Station

6. 351 East Columbia Street, outside the park
7. 788 Quayside Drive Esplanade out front of Fraser River Discovery Centre (3 non-food licenses Temporary location only, to be reviewed yearly)

Street Vendor Costs

- Business Licence Fee: see application form.
- \$2,000,000.00 Commercial General Liability Insurance (see over for more details).
- Annual Fraser Health mobile food services fee.

Approved Products

- Pre-packaged, non-perishable foods like soft drinks, chips, candy bars and granola snacks. Popcorn is not permitted.
- Whole fruit and vegetables.
- Perishable food as approved by Fraser Health.
- Artists selling original work (no manufactured prints), handcrafts, flowers, face painting and other services

deemed acceptable by the City.

You will be asked to submit a sample of your intended product before approval is granted.

Insurance

Every vendor is required to show proof of liability insurance coverage with the following requirements:

- Inclusive limit of \$2,000,000 public liability and property damage.
- Cross Liability Clause.
- City of New Westminster named as an insured.

Why do I need an ID badge?

So the public can identify you as a City approved vendor. All vendors on designated public property require a Street Activity Vending Permit and Photo ID Badge which has been issued by the City of New Westminster. Vendors must display their badge at all times.

Street Vending Guidelines

1. Each applicant may apply for up to two locations.
2. The vending cart may only be operated in the exact location specified on the street vending permit.
3. The vendor shall conduct their operations in a neighbourly manner and work with City staff and/or surrounding businesses on any issues that may arise.
4. The permit holder is responsible to keep the area surrounding the cart free of any garbage generated by the vending and must provide a waste receptacle. If a vendor is found responsible for uncleanliness, the City will subtract the cleanup cost from the maintenance deposit.
5. The applicant must ensure the location they apply for is not within 60 metres (200 feet) of the entrance



6. to a fixed address business selling a similar product.
7. The applicant's responsibility to ensure the product they intend to sell meets Fraser Health and City approval prior to application submission.
8. Vending carts must meet Fraser Health regulations and City design approval.
9. The applicant must pay the permit fee and have all required documents (health permit, insurance, etc.) prior to the permit being issued.
10. Vending permits are non-transferable and are considered invalid if sold.
11. The vending permit must be renewed by the last business day in November or the locations will go into the lottery.
12. The Permit year is from January 1 to December 31 of the same year.
13. Operating times are between 6am to 9pm daily. Carts must be removed at night.
14. Permits remain the property of the City of New Westminster and must be surrendered on the request of any City of New Westminster Bylaw Officer or member of the Police Department.
15. A minimum amount of clearance (5 ft) must be maintained for the safety and

movement of pedestrians. In some locations, additional clearance maybe required.

Vending Cart Design

As part of the Street Vending permit process, each vending unit is required to go through a design review. This ensures the carts are compatible with the character of the commercial area. Applicants must submit a design plan for the unit including dimensions.

1. Cart design should be carefully considered and should enliven the commercial street by having festive awnings and umbrellas.
2. Carts must not be greater in size than 5 feet (1.5 m) by 8 feet (2.4 m) and no taller than 7 feet (2.1 m).
3. Merchandise must be displayed on the cart. In certain locations (as approved by staff) merchandise may be displayed immediately adjacent to the kiosk but cannot extend more than 3 feet (0.9 m) or disrupt the flow of pedestrian movement.
4. Signs will be compatible with the character of the surrounding area and must comply with the Sign Bylaw. Sandwich boards are not permitted.
5. Carts must be mobile (i.e., on wheels).

Planning Division
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