



VENDOR PERMIT INFORMATION

Vending Permits are required to allow vendors to sell food and non-alcoholic beverages using a mobile format while ensuring public safety. In order to issue a vendor permit, the applicant must submit:

- ✓ Completed vending permit application form
- ✓ Completed location application form with map showing proposed area(s)
- ✓ Letter of consent from property owners of ALL proposed locations
- ✓ Current City of Wetaskiwin business license
- ✓ Insurance documentation
- ✓ Copy of the Food Handling Permit for the vending unit
- ✓ Completed inspection from City of Wetaskiwin Fire Services
- ✓ Picture of the vending unit
- ✓ Method of Payment (if applicable)

Vendor Permit Fees

Annual Vendor Fee	\$100
Special Event Non-Profit Fee	No Charge

Vendor Business License Fees

Annual Business License

Resident (within City of Wetaskiwin)	\$100/year
Regional Resident (within County of Wetaskiwin)	\$150/year
Non-Resident	\$200/year

Weekly Business License

Monday to Sunday to a maximum of a yearly business license fee	\$25/week
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YEAR: _____ **VENDING PERMIT APPLICATION FORM**

PRINCIPAL OWNER/LICENSEE INFORMATION:

TRADE OR BUSINESS NAME: _____

LAST NAME: _____ FIRST NAME: _____

BUSINESS ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

BUSINESS PHONE: _____ HOME PHONE: _____ CELL PHONE: _____

EMAIL: _____ BUSINESS LICENCE #: _____

VENDOR UNIT TYPE:

Each vending unit requires a separate application. Select the vending unit type below that best describes your unit and fill out the vehicle registration information if required:

- FOOD & BEVERAGE TRUCK

MAKE _____ MODEL: _____ YEAR: _____ COLOUR: _____ LICENCE PLATE: _____

- TRAILER

LICENCE PLATE: _____

- SIDEWALK CART

PRODUCTS/SERVICE

List the feature products and/or services you intend to provide:

For information, please contact the Development Services Department at (780) 361-4431 or (780) 361-4432. Correspondence may be sent to PO Box 6210, Wetaskiwin, AB, T9A 2E9 or brought to our office at 4705 – 50 Avenue, Wetaskiwin.



YEAR:

LOCATION:

List the location(s) of operation you are requesting for the vending unit below. By selecting the “OR” option between locations you will indicate you are providing several locations of interest and would only like to operate at one. By selecting the “AND” option between locations you will indicate you wish to receive one permit for multiple locations. List locations by descending order of preference with Location 1 being most preferable.

Location 1:			
Street:	Avenue:	Corner	OR Named Location:
Location 2:			
Street:	Avenue:	Corner	OR Named Location:
Location 3:			
Street:	Avenue:	Corner	OR Named Location:
Location 4:			
Street:	Avenue:	Corner	OR Named Location:
Location 5:			
Street:	Avenue:	Corner	OR Named Location:

Processing may take up to 10 days. To minimize delays in processing, ensure the following requirements are met:

- This form is *fully* completed
- Map showing proposed area(s)
- A letter of consent from property owners of ALL locations on private property or in front of a business
- A business licence has been obtained and the business licence number is provided
- Insurance documentation displaying the amount and expiration date of the coverage is attached (Minimum \$2,000,000 (two million dollars) of General Public Comprehensive Liability Insurance)
- A copy of the Food Handling Permit for the vending unit is attached
- A picture of the vending unit is provided

I, _____, am the person whose name appears directly above and I have the authority to make this application on behalf of the named business. I have fully and accurately completed this application form. I have read the Vendor Terms and Conditions and agree to abide by them.

Signature: _____ Date: _____



VENDOR BUSINESS LICENSE APPLICATION

Application Type: New Revision Renewal Change in Ownership

Trade or Business Name _____

Contact Name _____

Bus. Address _____ Bus. City _____ Bus. Post. Code _____

Bus. Phone _____ Bus. E-mail _____

Bus. Fax _____ Bus. Website _____

Please call Development Services at 780-361-4432 to obtain a Vendor Permit in addition to the business license.

OWNER INFORMATION Same as Above

Name _____ Address _____ City _____

Province _____ Postal Code _____ Phone _____ Fax _____

E-mail _____

OTHER LICENSING REQUIREMENTS

- Vendor Permit Development Services 780-361-4432
- Fire Inspection Fire Services 780-361-4429
- Food Handling Permit Alberta Health Services 780-312-7985
- Special Event Permit Community Services 780-361-4445 (if applicable)

VENDOR PERMIT BUSINESS LICENSE FEES

- Annual Business License
 - Resident (business located within City of Wetaskiwin limits) \$100/year
 - Regional Resident (business located within the County of Wetaskiwin) \$150/year
 - Non-Resident \$200/year
- Weekly Business License \$25/week
 Monday to Sunday to a maximum of a yearly business license fee

I hereby make application for a City of Wetaskiwin Business License and verify that the information provided is correct.

Applicant Signature _____ Date _____

The personal information in this form is being collected under Section 33(c) of the Freedom of Information and Privacy Act (FOIP) and may be used to notify the Applicant in regard to: eligibility to obtain/renew a Business License, revocation of a Business License, a violation under the Business License Bylaw or in case of an emergency. If you have any questions or concerns regarding the use of information collected, please contact the City of Wetaskiwin at 780-361-4400.

FOR INTERNAL USE ONLY		DEVELOPMENT APPROVAL _____	DATE _____
NA# _____	NAICS# _____	A/R# _____	BL# _____ FPI# _____

VENDOR PERMIT GUIDELINES

PART 1: PURPOSE

The purpose of the Vendor Permitting process is to allow vendors to sell food and non-alcoholic beverages using a mobile format while ensuring public safety.

PART 2: DEFINITIONS

1. City of Wetaskiwin Property means all property owned by the City of Wetaskiwin (often referred to as City property or public property). This includes roadways, sidewalks, parks and other property owned by the City.
2. Private Property means property not owned by the City of Wetaskiwin.
3. Special Event Non-Profit means any community event or festival being managed or controlled by a non-profit organization which may have one or more Vendors.
4. Vendor means a person or corporation selling food and/or non-alcoholic beverages using a Vending Unit to assist in the selling and distribution of such products.
5. Vending Unit means any vehicle, cart, trailer, or scooter used to assist a vendor in the selling of food and/or non-alcoholic beverages.

PART 3: APPLICATION REQUIREMENTS

1. Vendors will be required to submit the following information with their completed application form and the applicable fee:
 - a. Map showing the proposed location(s)
 - b. A letter of consent from all property owners of all locations on private property or in front of a business
 - c. Proof of a City of Wetaskiwin Business License
 - d. Proof of insurance showing the amount and expiration date of the coverage specifically a minimum \$2,000,000 (two million dollars) of General Public Liability Insurance
 - e. A copy of the Food Handling Permit for the vending unit
 - f. A picture of the vending unit.
 - g. If located on private property, a letter of permission from the property owner.

- h. **Each vending unit requires a vending permit and therefore vendors operating more than one vending unit will be required to pay fees for a Vending Permit for each unit.**

PART 4: FEES

1. Annual Vendor Fee \$100.00
2. Special Event Non-Profit Fee \$0.00

PART 5: GENERAL REGULATIONS

1. Vending Location(s)

1. The primary consideration when reviewing these Vendor Permit applications is public safety. Vendors have the option of receiving up to 5 (five) locations per Vending Permit. Other important items that will be considered are:
 - a. The number of vendors previously approved near a location is also considered.
 - b. The proximity of the requested location is to other businesses that sell similar products. Approval will not be granted for sites within 20 meters of a business that sells a similar product or unless permission is received from that business.
 - c. Vendors must ensure vehicle and pedestrian safety is not affected by the location of the Vendor Unit.

2. Approval Process

1. First Come, First Serve Approval
2. If multiple vendors wish to vend at the same location, the first vendor to submit an application will receive priority in the approval process. Vendors who already have a permit for a location have the option of renewing the permit before it expires. Upon expiration of the permit, anyone is able to apply and receive a Vending Permit for the location upon approval from the Development Officer.

3. Location Requests

1. When an application for a Vending Permit is reviewed, several factors are taken into consideration before a location is approved or denied, including:
 - a. Number of Vendors: In most areas, only one vendor is allowed per block-side. In some circumstances more may be allowed. In parks

and other areas the number of vendors near the location is also considered.

- b. Proximity and Product or Service: The proximity the requested location is to other businesses is taken into consideration in the approval process. A location *will not* be approved if it is closer than 20 meters to a business that sells a similar product or unless permission is received from the business.
- c. Operating on private property require a letter of permission from the property owner.

4. Site Cleanliness

1. All vendors are required to maintain a clean and neat vending area. This includes taking measures to ensure no stains, garbage, or other unwanted pollutants negatively affect the area.
2. In all circumstances, vendors are required to provide garbage *and* recycling receptacles for customers. Other steps *may* include:
 - a. Placing mats underneath vending units to protect the area from grease, paint and other pollutants;
 - b. Securing any wrappers or items that may blow away;
 - c. Cleaning the ground and surfaces surrounding the vending unit before leaving the area so no grease, debris or other unwanted pollutants are left behind.

5. Obstruction Restrictions

1. All permitted vending locations are subject to the following restrictions:
 - a. The vending operation must not create any visual or physical obstruction that compromises the safety of pedestrians or limit access to objects and areas including traffic lights, doorways, fire hydrants, driveways, loading zones, emergency access routes, roadways, roadway shoulders.
 - b. The vending operation must allow clearance on all sides of the vending unit such that pedestrians are able to easily and safely pass by without congestion.
 - c. Tents and canopies are not permitted to be used in the vending operation except where permission has been obtained from the City of Wetaskiwin.

6. Tables And Chairs

1. Vendors are not authorized to provide tables or chairs at a vending location. Unless part of a special event.

7. Hours Of Operation

1. Approved vendors are permitted to operate on City property between the hours of 6:00 a.m. – 11:00 p.m. unless part of a special event

8. Operation

1. Vendors are not permitted to:
 - a. Smoke within 5 meters of the vending unit;
 - b. Leave the vending unit unattended during operation;
 - c. Leave the vending unit overnight.

PART 6: PERMIT REVOCATION, RELOCATION

1. The City of Wetaskiwin reserves the right to revoke or change the permitted location(s) on any Vending Permit issued by the Development Officer with or without reimbursement of fees for the following reasons:
 - a. A conflict with an existing business;
 - b. Construction or other unforeseen events;
 - c. Vendors not deemed to be behaving appropriately by the Peace Officers;
 - d. A lack of adherence to the Vending Guidelines.