

# Mobile Vendor Guidelines

## Mobile Vending Specifications

Mobile food and retail vending is defined as the temporary use of public or private spaces for the preparation and dispensing of food and drink products or for the sale of goods.

Mobile Vending is a permitted use in any commercial, public, or industrial zone provided that the vendor is:

- Capable of being moved on its own wheels without alteration or preparation;
- In compliance with all health and business licensing, as may be applicable;
- Fully self-contained with no service connection except electrical connections; and
- Given permission from the landowner, including City permission, where placed on City-owned land or a public right-of-way.

## How to Apply

1. Ensure the property you are proposing to locate is appropriately zoned. A license is not required at public events if under license of the event organizer.
2. Include a detailed site plan showing your mobile food or retail vehicle or stall and proposed layout, including dimensions, service window, counter, power source, and parking.
3. If applying for a license on **City-owned property**, vendors must provide the City with comprehensive general liability insurance of up to \$2,000,000 per accident or occurrence, with the City as an added insured. Mobile vending shall not occur in any public right-of-way or public space until a license has been issued by the City.
4. If applying for a license on **private property**, a letter of permission from the owner of the property is required.
5. A copy of an *Interior Health Permit to Operate* where applicable must be provided for food vending.
6. Completed applications and fees can be submitted in person at City hall or electronically at [devserv@castlegar.ca](mailto:devserv@castlegar.ca).

## Guidelines

- Mobile vendors shall ensure that operations do not obstruct pedestrian flow, accessibility ramps, vehicular traffic, bicycle lanes, or loading areas.
- Mobile vendors should ensure continued access to public street furniture such as benches, bicycle parking, drinking fountains, rubbish bins and post boxes.
- All advertising should be fixed to the mobile vending vehicle or stall and should not encroach on City right-of-way. Sandwich boards are permitted on the property in which the vendor is located.
- Mobile vending vehicles or stalls and fixtures must be always kept in a safe and well-maintained condition.
- Mobile vendors must provide bins for rubbish disposal and ensure the space surrounding operations is clear of rubbish and refuse by the end of each business day.
- Mobile vending vehicles or stalls should be set up in a manner that allows reasonable access and safety of employees and customers.
- All equipment and fixtures are the sole responsibility of the license holder.
- All cooking facilities shall be equipped with appropriate fire extinguishers and safety equipment.

Castlegar City Hall

Open Mon – Fri, 8:30 a.m. – 4:30 p.m.

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