



Town of
SLAVE LAKE

Vending Permit No. _____

Application Date: _____

APPLICATION FOR SIDEWALK SALES and VENDING CARTS

PLEASE NOTE: Incomplete applications will slow the processing of your application and operation of your Sidewalk Sale or Vending Cart, which cannot proceed without the approval of the Town. **Would you please contact the Planning Department if you have questions or concerns at 780-849-8000?**

1. CONTACT INFORMATION:

Applicant: _____

Address: _____

Town/City: _____ **Province:** _____ **Postal Code:** _____

Phone: _____ **Fax:** _____ **Cell/Alternate:** _____

Email: _____

(If Different Than Applicant)

Landowner: _____

Address: _____

Town/City: _____ **Province:** _____ **Postal Code:** _____

Phone: _____ **Fax:** _____ **Cell/Alternate:** _____

Email: _____

2. PROPERTY:

Civic Address of Vending Site: _____

Legal Description: Lot _____ Block _____ Plan _____ or, _____ - _____ - _____ - _____ - W5

Land Use District: _____ **Tax Roll #:** _____ **Qtr.** _____ **Sec.** _____ **Twp.** _____ **Rge.** _____ **Mer.** _____

The personal information is being collected under the authority of s. 4(c) of the Protection of Privacy Act and will be used for administering the affairs of the Town of Slave Lake and provision of services. Information related to your permit application and/or any permit(s) issued may be disclosed as allowed or required by law. If you have any questions about the collection, contact the Town of Slave Lake Access of Information and Protection of Privacy Coordinator.

Landowner's Name *(printed)*

Landowner's Signature

Date

Applicant's Name *(printed)*

Applicant's Signature

Date

3. CONSENT TO ELECTRONIC NOTIFICATION:

- ☐ I consent to receive documents from the Planning Department by electronic means and have provided the following e-mail address to be used by the Town for that purpose.

E-mail address to be used: _____

Applicant's Name *(printed)*

Applicant's Signature

Date

4. APPLICATION DETAILS:

A Vending Site is the location or site where a Sidewalk Sale, Vending Cart, Sidewalk Café, or Parking Patio will be approved to be established and operate from.

1. Please **Select** the type of **Vending Site** you desire (i.e., Sidewalk Sale or Vending Cart). _____
2. Please advise when the Vending Site will be established (i.e., date) _____
3. What is the name of the street the Vending Site will be located? _____
4. Please advise the distance in meters (feet) that the Vending Site will extend over/onto the Town's boulevard (i.e., sidewalks and curb) and over/onto the street _____
5. Please provide a detailed **Site Plan** (drawing) as follows:
 - **For Sidewalk Sales**, the Site Plan shall illustrate the location and dimension of the area to be used for the Sidewalk Sale, the dimension of the area maintained for pedestrians utilizing the public sidewalk and should list the items that will be displayed for sale. The Site Plan shall also show any infrastructure within 3 m (10 ft.) of the area for the Sidewalk Sale (i.e., light poles, benches, fire hydrants, cross walks, etc.).

- **For Vending Carts**, the Site Plan shall illustrate the location of the Vending Site desired, the dimensions of the Cart, and the dimension of the area maintained for pedestrians between the Cart and any abutting buildings, and the distance from the Cart to the curb. The Site Plan shall also show any infrastructure within 3 m (10 ft.) of the Cart (i.e., light poles, benches, fire hydrants, cross walks, etc.). The applicant must provide a photograph of the Vending Cart.

For examples of Site Plans please refer to the Guidelines for Vending on Public Lands.

5. CONDITIONS AND REQUIREMENTS:

1. All applications for a Vending Site (i.e., Sidewalk Sale, Vending Cart, Sidewalk Café, or Parking Patio) are evaluated on a **first come, first served basis**. Pedestrian flow of traffic is given a priority in the Municipal review.
2. **Location of the Vending Site** shall be based on the following criteria:
 - a. There shall be no loading zone, accessibility ramp, or cross walks at the curb.
 - b. There shall be a minimum of 3.0 m (10 ft.) between any portion of an approved Vending Site and the curb return (i.e., corner or intersection of streets).
 - c. Vending Sites shall not be located where visibility to vehicle or pedestrian traffic safety is deemed to be an issue by the Town.
 - d. A minimum **clear passageway of not less than 1.5 m (5 ft.) for pedestrians** shall be maintained and free of any physical obstructions such as utility poles, fire hydrants, trees, temporary signs, sandwich boards, benches, or garbage receptacles. Tree grates must be in good condition and flush to the sidewalk surface if they are located within the 1.5 m (5 ft.) passageway or within the Vending Site.
 - e. Vending Sites shall not be used in such a way as would restrict or interfere with the ingress or egress of the adjacent property owner or constitute an obstruction to adequate access by emergency services or sanitary vehicles.
3. **SIDEWALK SALES AND VENDING CARTS:**
 - a. Will be approved on a **seasonal basis only**, from April 1st to October 15th. Applicants will be required to re-apply annually.
 - b. Are limited to **operation between the hours of 7 am and 10 pm** and are not permitted to operate from 10 pm to 7 am.
 - c. Will only be permitted to applicable existing businesses within the Town.
 - d. There shall be **no permanent modifications made to the public right of way** (i.e., sidewalk, boulevard, or street). The applicant is liable for all loss, costs, damages, and expenses whatsoever incurred or suffered by the Town for the operation of Sidewalk Sales and Vending Carts.
 - e. Must be maintained in a **tidy, clean, and sanitary condition**. Dirt, refuse, or debris shall not be permitted to accumulate at a Vending Site. The Town reserves the right to refuse renewal for Sidewalk Sales and Vending Carts that are not maintained in an attractive and safe condition.

- f. The applicant must permit representatives of the Town of Slave Lake Operations (i.e., public works, utilities), and Community Services departments to enter the Sidewalk Sale or Vending Cart site for the purpose of installation, maintenance and repair of pipes, cables, wires, poles, trees, and other municipal installations. The cost of restoration is to be the responsibility of the owner of Sidewalk Café or Parking Patio.
- g. **All items** associated with any Vending Site that may be **affected by the wind must be properly anchored** with sandbags or concrete blocks (i.e., temporary anchoring). All items that are only temporarily anchored must be removed from the Vending Site at the close of business each day. For Parking Patios, where possible, items that may be affected by wind must be permanently anchored to the patio. Those items that are permanently anchored to the Parking Patio may remain when the business is closed for the day. At no time may items associated with a Vending Site be tied or anchored to street furniture (i.e., benches, utility cabinets, light standards, fire hydrants, etc.) or greenery (i.e., trees, shrubs, etc.).
- h. The temporary placement of **pop-up tents, gazebos, or shade structures** will be permitted on a temporary basis (i.e., day use only), must be properly anchored and must be removed at the close of business each day.
- i. **Portable propane heaters or tabletop fire pits** may be approved for a Vending Site. The device must meet the regulations outlined by the Town and **must be approved under the issuance of a Vending Permit**. Patio heaters and tabletop fire pits must be certified by the CSA, ULC or other recognized certification body. Patio heaters and tabletop fire pits and the placement of them must follow the criteria below and the site plan submitted with the application should indicate the following:
 - **Fire extinguishers** must be located in the Vending Site and must be easily accessible.
 - Patio heaters and tabletop fire pits are allowed in outdoor areas only.
 - Patio heaters and tabletop fire pits are positioned in compliance with manufacturers' instructions for required clearances above, around and underneath the heaters and fire pits.
 - Patio heaters and tabletop fire pits do not obstruct doors, fire exits or firefighting equipment, such as fire extinguishers, fire hydrants or fire department connections, and are properly distanced from building air intakes.
 - Required distancing is maintained from combustible materials such as umbrellas, awnings, walls, tablecloths, paper products, decorations, etc.
 - Patio heaters and tabletop fire pits are placed on a level, stable hard surface, not grass or an uneven surface, to avoid being knocked over.
 - Patio heaters and tabletop fire pits are not positioned near the edge of an elevated platform.
- j. Insurance – minimum liability insurance of \$2,000,000 is required for each approved Sidewalk Sale or Vending Cart.
- k. Theft – the Town assumes no responsibility for any theft of property owned by the Vendor.
- l. Licenses – all Vendors shall be required to obtain a Business License under the Town's Business License Bylaw.

- m. Indemnification – all Vendors shall indemnify and save the Town harmless of all activities undertaken by the Vendor.
- n. Special Events and Festivals – unless otherwise determined by the Town, an individual licensed for a Sidewalk Sale or Vending Cart shall have the authority to provide vending services at the vending site during special events.
- o. Legislation – the Vendor must abide by all laws and regulations; bylaws and resolutions governing the vending operation and must satisfy all levels of government.
- p. Policy Compliance – the Town reserves the right to withdraw Vendor privileges at any location for failure to meet one or more of the requirements outlined in the Vending on Public Lands Policy.
- q. Vending Permits – all Vendors shall be required to obtain a Vending Permit approving the location and operation of the Vending Site.

SIDEWALK SALES

- 4. **All items associated with a Sidewalk Sale must be removed** from the sidewalk or on-street parking area before the **close of business each day**.
- 5. The area used for a Sidewalk Sale **shall not exceed the width of the store front** of the associated business and should the Sidewalk Sale extend onto the on-street parking, it **shall not extend beyond the depth of the on-street parking stalls**.
- 6. Sidewalk Sales must provide barrier free access to the public sidewalk. **A minimum of 1.5 m (5 ft.) of the public sidewalk must remain free of any obstructions** (See 2d above). A Sandwich Board Sign may be placed in the Sidewalk Sale area (i.e., Vending Site) however cannot be placed within the area maintained for public access.
- 7. Sidewalk Sales may utilize a larger commercial tent however the tent must meet NFPA (National Fire Protection Association) Standards. A manufacturer's label must be affixed to the tent for inspections.
- 8. Tents are to be anchored with cement blocks or sandbags and the use of tent pegs, poles, anchors, or other items that pierce the ground will not be permitted on public sidewalks or streets. Tent pegs, poles, anchors, or other items that pierce the ground may be approved for grassed boulevard areas and only with the expressed written permission of the Town.
- 9. Sidewalk Sales may utilize portable wood burning fire pits, however, the device used must meet regulations outlined by the Town and must be approved under the issuance of a Vending Permit. The wood burning fire pit must be portable, raised a minimum of 15.24 cm (6 inches) off the ground, and must be placed on/over a non-combustible base, such as concrete brick or sidewalk block, asphalt, or gravel. An area of 3.0 m (10 ft.) around the fire pit must remain free of any structures or any vegetation. Fire extinguishers must be located in the Sidewalk Sale site and must be easily accessible.

VENDING CARTS

- 10. Vending Cart units shall be of good quality and aesthetically pleasing in appearance. They shall not have lights, sounds, or actions which could be a distraction for motorists and pedestrians.

11. Vending Carts selling food or beverages must be approved by Alberta Health Services.
12. All items associated with the Vending Cart must be removed from the sidewalk before the close of business each day.
13. Vending Carts **may only be placed on sidewalks** and may not be placed over/onto on-street parking stalls.
14. Vending Carts must provide barrier free access to the public sidewalk. **A minimum of 1.5 m (5 ft.) of the public sidewalk must remain free of any obstructions** (See 2d above). A Sandwich Board Sign may be placed adjacent to the Vending Cart, however, cannot be placed within the area maintained for public access.
15. Neither the Vending Cart, nor any items relating to operation of the Vending business, shall lean against or hang from any building or other structure without permission from the owner of the applicable building or structure.
16. To avoid unnecessary competition, Vending Carts shall not be located within 10.0 m (30 ft.) of any business (including another Vendor) which is selling similar products.