



APPLICATION / AGREEMENT MOBILE & STREET VENDOR USE OF CITY PROPERTY

Part One – Type of Application <i>(select all that apply)</i>		Office Use Only	
<input type="checkbox"/> New Vendor <i>First year operating under a City business licence.</i>	File No.: _____		
<input type="checkbox"/> Renewal <i>No change to previous year City approvals, have had an active City business licence for at least a year.</i>	PID.: _____		
<input type="checkbox"/> Update <i>New location(s), use(s), additions from previous year City approvals, have had an active City business licence for at least a year.</i>	Date of Application: _____		
<input type="checkbox"/> Mobile Vendor <i>A private business carried out entirely from a mobile unit, whereby, the entire stock of goods, wares, merchandise, or food offered for sale is carried and contained within a unit that is designed to be or is mobile at the time the items are offered for sale within a fixed period.</i>		<input type="checkbox"/> Special Temporary Street Vendor <i>Includes temporary stalls, busking, mobile vendors; run on a temporary basis or for a defined limit of time. Must be submitted at least 30 days prior to proposed start date.</i>	
<p>Note: A special event is authorized by the Parks, Recreation and Culture department (prc@revelstoke.ca) through a separate application under a Special Event Permit, all mobile vendors must be included and approved under the event organizers permit application to the Parks, Recreation and Culture department in order to operate in the event space.</p>			
Part Two – Type of Vendor (the “Encroachment”)			
<input type="checkbox"/> Non-Motorized Unit <i>Mobile vendors that push or pedal goods.</i>	<input type="checkbox"/> Motorized Unit <i>Mobile vendors that operate within a truck or towed trailer.</i>	<input type="checkbox"/> Busker <i>Street vendors that deliver entertainment or artistic services.</i>	<input type="checkbox"/> Temporary Stall <i>Street vendors that operate within a stall selling goods, wares, merchandise, or food.</i>
Part Three – Type of Retail Display (the “Encroachment”) (Check all that apply)			
<input type="checkbox"/> No Retail Display	<input type="checkbox"/> Sandwich Board Signage <i>24” x 36” portable sign</i> <i>Number: _____</i>	<input type="checkbox"/> Display Table <i>24” x 30 “ or 42” Table</i> <i>Number: _____</i>	<input type="checkbox"/> Display Rack <i>40” x 40” rack</i> <i>Number: _____</i>
Part Four – Business & Applicant Information			
Business Name (the ‘Applicant’):		Contact Name:	
Email:		Phone Number:	
Civic Address:			
Mailing Address:			
Business Licence No. & Years Active:			
Part Five – Location(s) and Map <input type="checkbox"/> Additional page(s) attached			
Location 1: _____ Location 2: _____ Location 3: _____ <i>Must attach a map / drawing showing the proposed locations</i>	Other Location Request (explain): _____ _____ _____ <i>Must attach a map / drawing showing the proposed locations</i>		

Part Six – Dates and Times of Operation Additional page(s) attached

Dates Requested: _____

Times Requested: _____

Part Seven – Vendor Information Additional page(s) attached

Description of Vendor (business proposal, menu, unit dimensions / measurements, generator type, etc.):

Electricity Required? If yes, and there is available power, the Electrical Request Form attached must be completed and submitted.

Part Eight – Requirements and Conditions of the Applicant and “The Encroachment”

General Requirements

1. The Applicant must comply with all relevant City Policies, including policy DS-18 - [Vending and Busking on Sidewalks and City Owned or Leased Property](#) and [Policy DS-6 Encroachments on City Sidewalks](#).
2. “The encroachment” shall not disturb persons on adjacent properties with noise and / or odours produced by generators and other business-related devices or equipment. The Applicant must comply with relevant City Bylaws, including the Quiet Hour regulations in the [Noise Bylaw No. 1940](#).
3. The Applicant must have a valid City of Revelstoke Business Licence for all proposed locations on City, public, and private property.
4. The Applicant shall obtain City permission through a new Application / Agreement, for any other proposed location(s) on City property. The Applicant shall obtain City permission through an application to update to their Business Licence location, for any proposed location(s) on Provincial or private property and the Applicant must submit written permission from the property owner.
5. The Applicant shall obtain public liability insurance in the amount of \$2,000,000.00 and name the City as coinsured. The Applicant shall submit a Certificate of Insurance to the City prior to the occupancy or operation of “the encroachment” on City property.
6. The Applicant shall obtain the necessary licensing from the Interior Health Authority, Technical Safety BC, or other regulatory agency for the specific activity in which they are proposing to engage.
7. “The encroachment” is limited to that period for which it is issued and must be removed every night from City property.
8. “The encroachment” on a public street or sidewalk shall not be in direct competition with businesses located on either side of the same street within a one block radius, unless otherwise approved and supported by all adjoining business owners within the one block radius.
9. “The encroachment” shall have separate facilities for garbage collection and the Applicant shall be responsible for ensuring that City property surrounding “the encroachment” be routinely swept and otherwise kept clean of debris and / or spills.
10. The Applicant shall be responsible for ensuring that “the encroachment” will allow for clear maneuvering space and will not block access to accessibility parking spaces and must not impede wheelchair access to neighbouring buildings or businesses.
11. The Applicant shall be responsible for ensuring that “the encroachment” will not interfere with City snow removal.
12. “The encroachment” shall not be subleased or transferred to other parties.
13. “The encroachment” must be available for inspection upon reasonable request by the City or an individual authorized on the City’s behalf or appropriate Provincial / Federal inspectors as may be required.

14. The City reserves the right that a special event may take priority over "the encroachment" and the Applicant will need permission from the event organizer to locate "the encroachment" on City property during the event (i.e., Farmers Market).
15. The City retains the right to revoke any permission granted to use City property for "the encroachment" at any time where it is found that the use is creating difficulties deemed unacceptable to the City.

Retail Display Requirements

16. The Applicant must have the placement and design of other associated encroachment items (i.e., patio) to "the encroachment" approved under a separate City Application / Agreement. Requests for Patios are applied for and reviewed under a [Patios - Use of City Land Application / Agreement](#).
17. "The encroachment" retail display(s) (i.e., sandwich board signage, display table, display rack) shall not extend in front of an adjacent business except with the agreement of the adjacent business, to be provided in writing to the City.
18. "The encroachment" retail display(s) must be in good condition and appearance and weighted sufficiently to prevent wind uplift.
19. "The encroachment" retail display(s) shall be located so that a minimum of 1.5 m walkway is maintained as an acceptable pedestrian thoroughfare.
20. The Applicant agrees that they will place no more than one (1) sandwich board sign at a time along the business frontage.

Part Nine – Signatures

As the Applicant, I confirm that I have read the relevant City of Revelstoke bylaws and policies and this application is in conformance. I declare that the documents submitted in support of this applications to the best of my knowledge are true and correct.

I confirm that I have read and agree to abide by the above-mentioned conditions.

I understand that all fees charged in connection with this application are in accordance with the City Fees and Charges Bylaw No. 2256, as amended.

I agree to indemnify and save harmless the City, its officers, employees and elected appointed officials, from and against all actions, proceedings, claims and demands by any person and to reimburse the City for all damages and expenses caused or contributed to by the negligence or other default of the Applicant, its servants or agents in respect of anything done pursuant or ostensibly pursuant to this agreement, or caused or contributed to by the placement of "the encroachment" on City property.

Applicant Name: _____ Applicant Signature: _____ Date: _____
(Year, Month, Day)

Office Use Only

<p>Reviewed by:</p> <p><input type="checkbox"/> Development Services: _____</p> <p><input type="checkbox"/> Fire Rescue Services: _____</p> <p><input type="checkbox"/> Parks Recreation & Culture: _____</p>	<p><input type="checkbox"/> Public Works: _____</p> <p><input type="checkbox"/> City Electrician: _____</p> <p><input type="checkbox"/> RCMP: _____</p>
<p>Received:</p> <p><input type="checkbox"/> City Additional Insured & Expiry: _____</p> <p><input type="checkbox"/> Health Certificate & Expiry: _____</p> <p><input type="checkbox"/> Business Licence No. & Years Active: _____</p>	<p><input type="checkbox"/> Gas No. & Issue Date: _____</p> <p><input type="checkbox"/> Electrical No. & Issue Date: _____</p>

City Approval of "The Encroachment" (Office Use)

Encroachment File No: _____

Encroachment Fee: _____

Electrical Fee: _____

Electrical Deposit: _____

Dates: _____

Times: _____

Locations: _____

Additional Conditions: _____

City of Revelstoke Authorization

Name: _____

Title: _____

Signature: _____

Date: _____



City of Revelstoke
Development Services
 216 Mackenzie Ave, Revelstoke, BC
 250-837-3637 | development@revelstoke.ca

APPLICATION/AGREEMENT MOBILE & STREET VENDOR CHECKLIST

This supporting documentation list outlines the standard requirements for complete applications. All applications are required to be submitted in person at the Development Services department in City Hall or by email to development@revelstoke.ca. **Only complete applications will be accepted.**

Depending on the nature and complexity of the application, additional requirements may be requested after an internal review. ***We encourage all applicants to consult with Development Services staff before submitting an application.***

Part Ten – Supporting Documentation		
Application Type:	Submission Requirement:	If Applicable:
New Vendor	A, B, C, D, E	F, G, H
Renewal	A, B, C	G, H
Update to Existing Vendor	A, B, C, D	E, F, G, H

OFFICE USE	SUBMITTED	ITEM ID	CHECKLIST	DETAILS
<input type="radio"/>	<input type="radio"/>	A	Completed Application Form, & Checklist	Mobile & Street Vendor Application / Agreement
<input type="radio"/>	<input type="radio"/>	B	Copy of City of Revelstoke Business Licence	To be submitted with application: <input type="checkbox"/> If the Applicant does not have a City of Revelstoke Business Licence. The Applicant is to submit a Business Licence application with the Mobile & Street Vendor Application / Agreement to be processed concurrently.
<input type="radio"/>	<input type="radio"/>	C	Liability Insurance	Proof of General Liability Insurance with the City of Revelstoke listed as an "Additional Insured", with a minimum of \$2,000,000 coverage.
<input type="radio"/>	<input type="radio"/>	D	Dimensional Site Drawing	Includes: <input type="checkbox"/> Business Proposal <input type="checkbox"/> Hours of Operation <input type="checkbox"/> Items to be sold (i.e., menu)
<input type="radio"/>	<input type="radio"/>	E	Location Map and Dimensional Site Drawing	Arial View (view from above) with proposed vendor location. Includes: <input type="checkbox"/> Location of vending unit in relation to streets, property lines, and existing buildings / structures <input type="checkbox"/> Dimensions and measurements of vending unit
<input type="radio"/>	<input type="radio"/>	F	Technical Safety BC Approval	Copy of Certificate of Electrical and Certificate of Gas (if applicable)
<input type="radio"/>	<input type="radio"/>	G	Interior Health Authority Approval	Valid Permit to Operate (if applicable)
<input type="radio"/>	<input type="radio"/>	H	City Electrical Request Form	To be submitted with application if there is available City power that the Applicant requests to connect to (if applicable)



City of Revelstoke
Development Services
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 250-837-3637 | development@revelstoke.ca

ELECTRICAL REQUEST
MOBILE & STREET VENDOR
USE OF CITY PROPERTY

Subject Business and Applicant		
Business Name (the 'Applicant'):	Phone Number:	
Contact Name:	Email:	
Mailing Address:		
Location(s), Date(s), Time(s) <input type="checkbox"/> Additional page(s) attached		
Location(s):		
Date(s):		
Time(s):		
Power Required		
<p>Every electrical device should have a wattage and voltage rating labelled on the piece of equipment. Please indicate these ratings. If you do not know the exact wattage rating of the equipment, then please indicate the numbers of 15A (1500W) circuits required if operating at 120 Volts. If the equipment only shows amperage and voltage rating, please provide this information. If the equipment is rated for a voltage other than 120V both voltage and wattage (or amperage) is required. This information is critical to ensure that there is sufficient power for your unit. Without this information it is not possible to approve the electrical power request. Any supply receptacle adaptors will be the vendor responsibility.</p>		
Wattage		
<i>List of Electrical Devices Being Used (i.e., Lights, appliances, AC units, heaters, etc.)</i>		
Device	Voltage	Wattage
Total Wattage:		
<input type="checkbox"/> All electrical devices are CSA approved (required):		
Signatures		
<p>As the Applicant, I confirm that I have read the relevant City of Revelstoke bylaws and policies and this application is in conformance. I declare that the documents submitted in support of this applications to the best of my knowledge are true and correct. I understand that the City retains the right to revoke any permission granted to use City electricity for the mobile vendor unit at any time where it is found that the use is creating difficulties deemed unacceptable to the City.</p>		
Applicant Name: _____ Applicant Signature: _____ Date: _____		
City Review (Office Use)		
Electrician Name: _____ Electrician Signature: _____ Date: _____		
Additional Comments: _____		

Vendor Electricity Charge: <input type="checkbox"/> Daily Charge \$15.50 <input type="checkbox"/> Weekly Charge \$21.50 <input type="checkbox"/> Monthly \$32.50 <input type="checkbox"/> \$100 Deposit		