



# MOBILE VENDING GUIDELINES & PERMIT APPLICATION REQUIREMENTS

## Introduction

A Mobile Vending Permit (Permit) is required in order for the sale of food, beverage or merchandise from a mobile vehicle, including carts, to take place within City of Lethbridge (City) owned Right of Way (ROW). The Permit process supports the development of the mobile vending industry, as well as existing brick-and-mortar businesses as they expand to include mobile operations.

The intent is to encourage the expanded use of public spaces and to further enhance the vitality of the street while maintaining pedestrian/vehicular flow and public safety, and to be considerate of potential impacts to permanent businesses and residential neighbourhoods.

- *For the placement of food and/or merchandise for sale in the ROW adjacent to a business, refer to the Street Vending Guidelines.*
- *For the establishment of outdoor patios in the ROW, refer to the Outdoor Patio Guidelines.*

## Purpose

This guideline will outline the Permit process and identify standard safety and operational requirements, as well as provide general conditions, clarity, and direction to individuals who would like to understand this process from the perspective of the Permit applicant (Applicant), a business, or a citizen.

These Permits support the City in monitoring and coordinating activities within the ROW in order to:

- Allow mobile vending to take place in a non-disruptive manner, and prevent conflicts between permanent businesses providing similar services.
- Prevent conflicts between activities.
- Protect and maintain public infrastructure.
- Minimize disruption to businesses, residents and road users (i.e. motorists, cyclists and pedestrians).
- Maintain safety for all users.

## Application Process

There are two Permit types available for mobile vending:

A **Mobile Food Vending Permit** allows a vendor to prepare and/or sell food and beverages from a mobile food truck or cart within the ROW, including while parked in a legal parking space.

A **Mobile Street Vending Permit** allows a vendor to sell or distribute merchandise from a mobile vehicle or cart within the ROW, including while parked in a legal parking space.

Permit applications shall be made to the City of Lethbridge Infrastructure Services Department:

- Phone: 311 (403.320.3111) and ask to speak to Traffic Technologist or Parking Coordinator

The Applicant will be required to meet with the Traffic Technologist or Parking Coordinator prior to a Permit being issued in order to ensure that a Permit is required. Discussion points will include:

- Permit conditions and requirements.
- Locations of City owned parcels (e.g. City Hall) including parks (e.g. Galt Gardens).
- Identification of privately owned parcels.
- ROW limits, boundaries and restrictions.

If the Applicant chooses to proceed with the Permit application, they shall submit valid copies of their:

- City of Lethbridge Business License.
- Alberta Health Services (AHS) Food Handling Permit (food vending only).
- General commercial liability insurance with the City of Lethbridge listed as an "Additional Insured", with a minimum of \$2,000,000 coverage.

## Fees

Mobile Vending Permits are issued every calendar year with the minimum permit duration being 4 months, calculated at \$2.00 per day.

Payment is due upon the issuance of the Permit and may be made over the phone by calling the Infrastructure Services main line at 403-320-3076, or in person at City Hall located at 910 - 4 Avenue South, on the 4<sup>th</sup> floor.

## General Conditions

1. It is the Applicant's responsibility to ensure that their Permit is valid prior to vending.
2. The Permit does not give exclusive rights to any location.
3. Mobile food vending is not permitted:
  - a. In Festival Square (located on 6 Street South in the Downtown), except when operating as part of a Special Event and approval has been obtained to do so.
  - b. On arterial roadways (refer to attached restricted roadways map).
  - c. On Regional Trails or pathways
4. The Permit does not grant permission for parking on or vending from private property. (this must be obtained from the property owner).
5. Food trucks and mobile vending vehicles or carts are not permitted within City parks unless authorization is obtained. Phone 311 (403.320.3111) and ask to speak with the Parks Manager for more information. If permission is granted a Mobile Vending Permit will still be required.

## Safety Requirements

1. The Applicant must:
  - a. Maintain a minimum clearance of 1.8m (6') of sidewalk for pedestrian movement.
  - b. Comply with all requirements set out by the National Fire Prevention Association (NFPA) (see the attached Fact Sheet for Food Truck Safety).
2. A valid copy (including renewals) of the Applicant's AHS Food Handling Permit must be submitted to the City and on site at all times.

## Operational Requirements

1. The Applicant must:
  - a. Provide a garbage container on or near the vehicle or cart.
  - b. Maintain a clean vending site.
  - c. Comply with any regulatory requirements, including the Traffic Safety Act.
  - d. Comply with relevant City Bylaws, including the Noise Bylaw.
  - e. Comply with on-street parking controls. For paid and/or time-limited parking spaces, the hourly parking rate must be paid and the maximum parking duration adhered to.
2. Food trucks may vend for a maximum of 15 minutes adjacent to one residential location, and/or 30 minutes on one residential block face.
3. At the request of local schools, mobile food vending is not permitted within 50 meters (164 feet) of an elementary, junior, middle or high school during school days between 7:30 a.m. and 4:30 p.m. The distance is measured from the nearest point of the mobile food vendor's truck or cart to the nearest point of the parcel of land on which the school is located.
4. In consideration of permanent restaurants (as defined in the Land Use Bylaw) or businesses:
  - a. Mobile food vending, except when approved as part of a Special Event, is not permitted within 50 meters (164 feet) of a restaurant that is open and operating (unless written permission has been obtained from the restaurant operator) measured from the nearest point of the mobile food vendor to the nearest:
    - i. Public entrance to the restaurant, or
    - ii. Public entrance of the building in which the restaurant is located
  - b. Mobile street vending, except when approved as part of a Special Event, is not permitted within 50 meters (164 feet) of a permanent business selling similar goods/merchandise (i.e. clothes, shoes, flowers, etc.) that is open and operating (unless written permission has been obtained from the permanent business operator) measured from the nearest point of the mobile street vendor to the nearest:
    - i. Public entrance of the permanent business, or
    - ii. Public entrance of the building in which the permanent business is located
5. In support of Special Events, mobile vendors, except when approved as part of the Special Event, are not permitted within a 1-block radius of the parcel of land on which the Special Event is being held. To inquire about providing mobile vending as part of a Special Event, contact the event organizer directly.

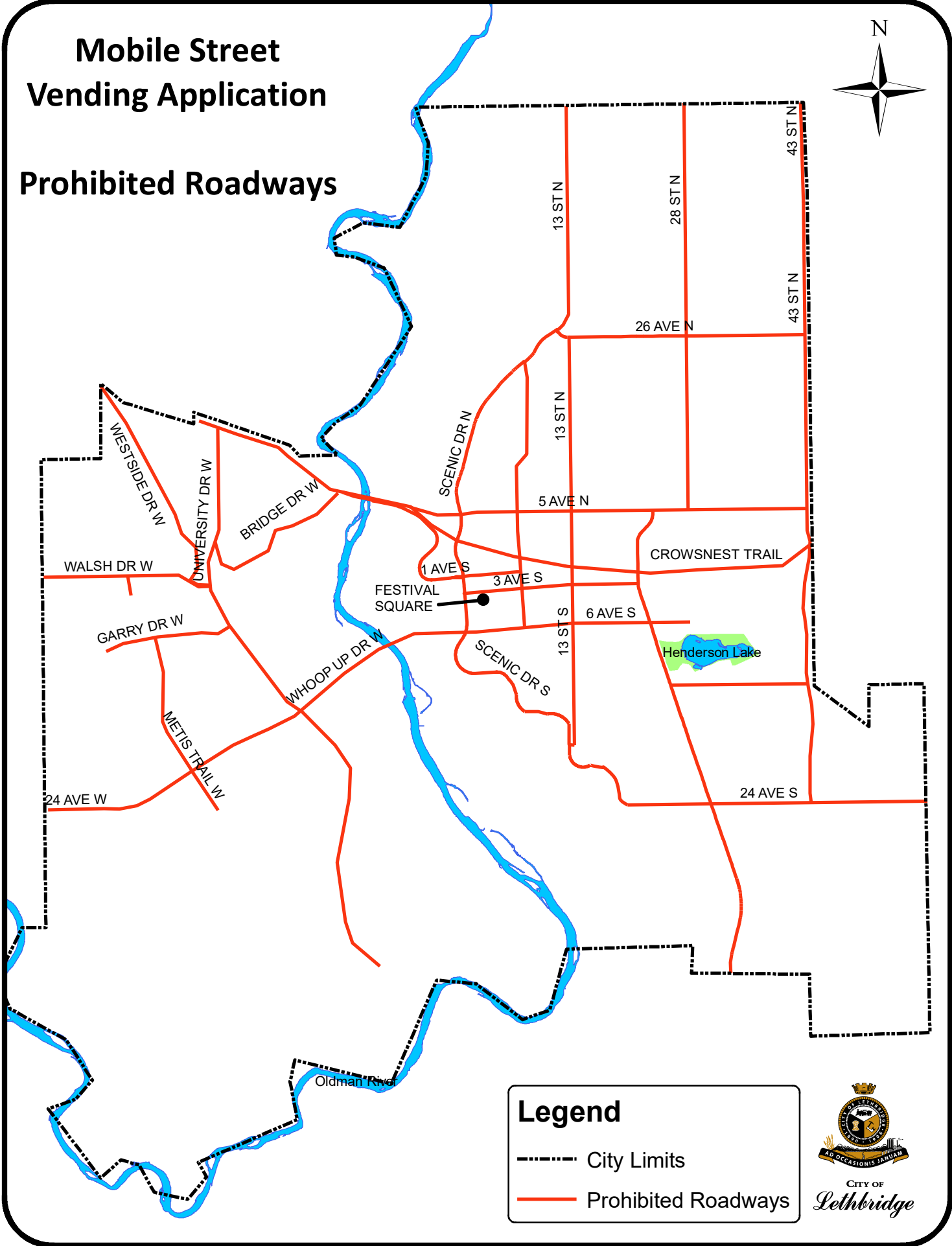
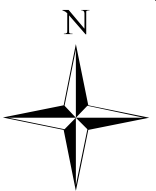
Vendors operating without a valid Permit or in contradiction to any of the permit conditions or requirements outlined in these guidelines, or specific to their Permit, may be subject to a fine as per the Streets Bylaw.

### Attachments:

- Restricted Roadways Map (1 page)
- NFPA Fact Sheet on Food Truck Safety (2 pages)

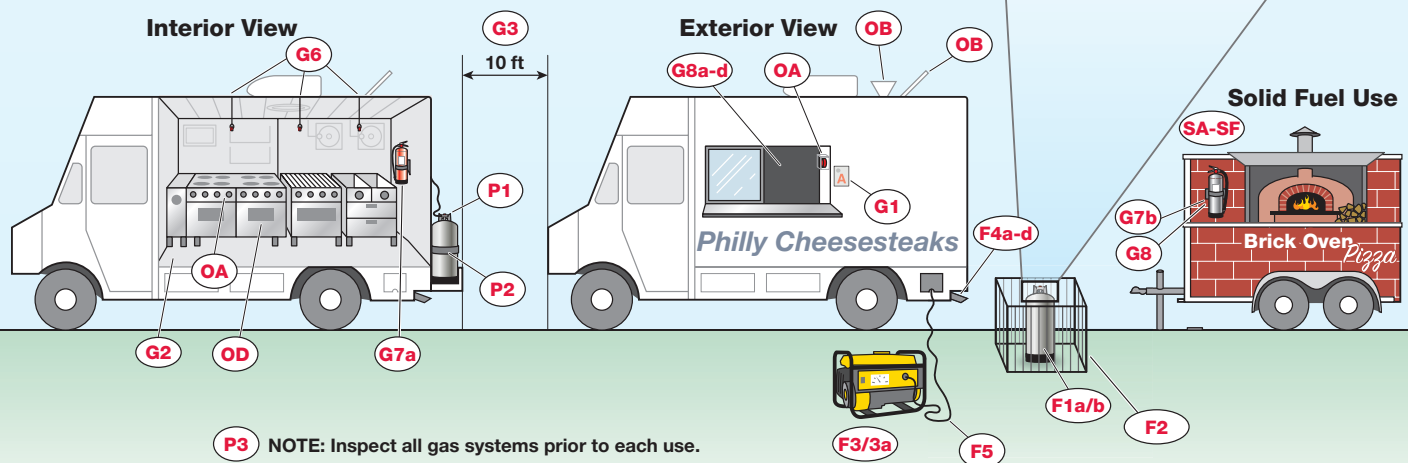
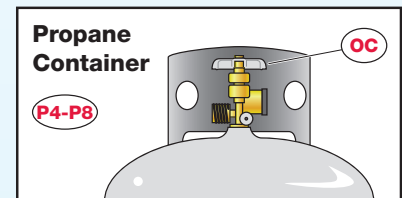
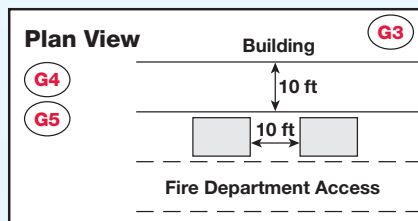
# Mobile Street Vending Application

## Prohibited Roadways





## FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Annex B in NFPA 96.

### General Safety Checklist

- Obtain license or permits from the local authorities. [1:1.12.8(a)] **G1**
- Ensure there is no public seating within the mobile food truck. [1:50.7.1.6.3] **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:7.8.2; 96:7.8.3 for carnivals only] **G3**
- Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.3; 1:13.1.4; 1:13.1.5] **G5**
- Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9.3] **G7a**
- Where solid fuel cooking appliance produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:14.7.1] **G7b**
- Ensure that workers are trained in the following: [96:B.15.1] **G8**
  - Proper use of portable fire extinguishers and extinguishing systems [10:1.2] **G8a**
  - Proper method of shutting off fuel sources [96:10.4.1] **G8b**
  - Proper procedure for notifying the local fire department [1:10.14.9 for carnivals only] **G8c**
  - Proper procedure for how to perform simple leak test on gas connections [58:6.16, 58:6.17] **G8d**



# FOOD TRUCK SAFETY CONTINUED

## Fuel & Power Sources Checklist

- Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.10.1 for carnivals only] **F1a**
- Ensure that refueling is conducted only during non-operating hours. [96:B.18.3] **F1b**
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:B.16.2.2] **F2**
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:11.7.2.1.2] **F3**
- Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- Make sure that exhaust from engine-driven source of power complies with the following: **F4**
  - At least 10 ft in all directions from openings and air intakes [96:B.13] **F4a**
  - At least 10 ft from every means of egress [96:B.13] **F4b**
  - Directed away from all buildings [1:11.7.2.2] **F4c**
  - Directed away from all other cooking vehicles and operations [1:11.7.2.2] **F4d**
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:B.18] **F5**

## Propane System Integrity Checklist

- Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- Inspect gas systems prior to each use. [96:B.19.2.3] **P3**
- Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- Where a gas detection system is installed, ensure that it has been tested in accordance with the manufacturer's instructions. [96:B.19.2.1] **P8**

## Operational Safety Checklist

- Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**
- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:14.2.2; 96:14.2.3] **OB**
- Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:11.4] **OD**

## Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- Fuel is not stored above any heat-producing appliance or vent. [96:14.9.2.2] **SA**
- Fuel is not stored closer than 3 ft to any cooking appliance. [96:14.9.2.2] **SB**
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:14.9.2.7] **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. [96:14.9.2.4] **SD**
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:14.9.3.6.1] **SE**
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container located at least 3 ft from any cooking appliance. [96:14.9.3.8] **SF**

## NFPA RESOURCES

NFPA 1, *Fire Code*, 2018 Edition

*NFPA 1 Fire Code Handbook*, 2018 Edition

NFPA 58, *Liquefied Petroleum Gas Code*, 2017 Edition

*LP-Gas Code Handbook*, 2017 Edition

NFPA 70®, *National Electrical Code*®, 2017 Edition

*National Electrical Code*® *Handbook*, 2017 Edition

NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2017 Edition

*NFPA 96: Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition

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NOTE: This information is provided to help advance safety of mobile and temporary cooking operations. It is not intended to be a comprehensive list of requirements for mobile and temporary cooking operations. Check with the local jurisdiction for specific requirements. This safety sheet does not represent the official position of the NFPA or its Technical Committees. The NFPA disclaims liability for any personal injury, property, or other damages of any nature whatsoever resulting from the use of this information. For more information, go to [nfpa.org/foodtrucksafety](http://nfpa.org/foodtrucksafety).

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