



M O N C T O N

## CITY OF MONCTON MOBILE VENDING PROGRAM

### INFORMATION KIT & APPLICATION

The City of Moncton will continue to operate a mobile vending program in the City, which will run from May 1 – October 31. Program hours are from dawn until dusk, seven days a week.

The type of vending considered under this program includes edible and non-edible products from mobile trucks and sidewalk vending units in the City.

#### ***IMPORTANT NOTATIONS:***

Applications may be submitted as follows:

**Email:** [info@moncton.ca](mailto:info@moncton.ca)

**Mail:** By-law Enforcement Services  
655 Main Street  
Moncton, New Brunswick, E1C 1E8

Permits will be effective from May 1 - October 31

***Please Note: This license does not apply to special events sponsored by the City of Moncton or private events. Such applications must be made separately through the Economic Development and Events Department for the City of Moncton at 877-7700 or event organizers.***

## **☐ GENERAL REQUIREMENTS**

Applicants are required to review the Program Terms and Conditions for the City of Moncton Vending Program on the City of Moncton website. ([www.moncton.ca](http://www.moncton.ca))

## **☐ VENDING LOCATIONS**

Vending locations are outlined the map located on the City of Moncton website at [www.moncton.ca](http://www.moncton.ca)

## **☐ FEES**

- a) Mobile Truck – \$750 +HST – can not be pro-rated
  - (i) No additional parking fees will be collected
- b) Sidewalk Vending Unit - \$400 +HST per sidewalk unit – can not be pro-rated
  - (i) No parking is included for any vehicle
- c) Student
  - (i) Sidewalk Vending Unit - \$100 +HST per month with valid student ID

## **☐ SELECTION PROCESS**

Applications will be considered by a Selection Panel and successful applicants will be notified within 2 weeks of final application submission.

## **☐ ADDITIONAL INFORMATION**

The more information provided, the better equipped the Selection Panel will be in terms of assessing your application. Food vendors are encouraged to offer a variety of healthy choices and menu options that reflect the ethnic and cultural diversity of the community. Consider providing samples of menus, nutritional ideas, etc. as well as your experience in the industry and other information you feel would be helpful.

## **☐ FURTHER INFORMATION & ENQUIRIES**

For further information on this program please email [info@moncton.ca](mailto:info@moncton.ca)

## ***SUCCESSFUL APPLICANTS***

### **CHECKLIST FOR SUCCESSFUL APPLICANTS**

Upon approval from by the Selection Panel, the following information is required:

- Copy of Insurance insuring the City of Moncton as an additional insured in the amount of \$2,000,000
- Copy of the Department of Health Certificate, if applicable
- Copy of Food Handling Certificate from the Department of Health, if applicable.
- Submission of Licensing fees
  - a) Mobile Truck – \$750 per +HST
  - b) Sidewalk Vending Unit - \$400 +HST per sidewalk unit
  - c) Student
    - (i) Sidewalk Vending Unit pro-rated \$100 +HST per month, per unit
    - (ii) Number of months to be operating
- Damage deposit in the amount of \$1,000 for mobile truck / \$500 for sidewalk vending unit
- Proof of General Observation by City of Moncton Fire Prevention Services

Once all of the above has been completed satisfactorily, your license will be issued by the By-Law Enforcement Office - (389-5928)

Depending on the nature of your business, By-Law Enforcement officials may wish to see your setup and/or seek the opinion of a Fire Prevention Officer to ensure the safe operation of your business within the public realm.



M O N C T O N

# CITY OF MONCTON STREET VENDING PROGRAM

## APPLICATION FORM

Name of Business \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact person \_\_\_\_\_

Telephone: Home:

Work:

Cell:

Email Address:

Description of goods to be sold & experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Type of vending:

Mobile Truck

Number of Units \_\_\_\_\_ Space allotment required \_\_\_\_\_

Street Vending Cart

Number of Units \_\_\_\_\_ Space allotment required \_\_\_\_\_

Student

