

Applicant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Description of Stand, Food Service Vehicle or Bicycle Wagon: \_\_\_\_\_

Description of the merchandise to be sold: \_\_\_\_\_

Description of site: \_\_\_\_\_ Site # \_\_\_\_\_

Joint Application:  Yes  No(If "Yes" a separate vending License Application Form, from each individual must be included)

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**Must be submitted when applying for an Artisan Site:**

- Photograph of the crafts being sold
- Copy of Photo Identification (example, Nova Scotia driver's license)
- Price list for all items sold
- A statement to the effect that the applicant made or manufactured the handcraft, or the handcrafts are made within Nova Scotia.

**Must be submitted when applying for a Food Service/Food Designated Site:**

- Criminal Record Report
- Photograph of stand, mobile canteen or bicycle wagon
- Copy of Photo Identification (example, Nova Scotia driver's license)
- Written consent from the owner (if applicant is not the owner of the food service vehicle or stand)
- Copy of valid Health Permit
- Proof of Insurance \$2,000,000 Coverage (Certificate of Insurance naming Halifax Regional Municipality as Addition Insured)

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**The applicant/license holder shall be familiar with and abide by all vending regulations in accordance with Bylaw C-501. In accordance with Section 39 of By-law C-501, a site license may not be permitted to operate during a Festival or Special Event approved by the HRM.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*In accordance with Section 485 of the Municipal Government Act, the personal information collected on this form will only be used for the purpose of processing this Vending Application. If you have any questions about the collection and use of this information, please contact HRM's Access & Privacy Officer at 490-4390 or [accessandprivacy@halifax.ca](mailto:accessandprivacy@halifax.ca).*

## VENDING LICENSE APPLICATION BID SHEET


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### Food Service Vehicle

Please complete the following worksheet.

This worksheet provides an itemized list of the fees related to licensing the site for the prescribed period of January 2018 – December 2022.

Site # \_\_\_\_\_

		<u>Per year</u>		<u>5 year</u>	
(1)	<i>Annual License Fee (A.O. 15)</i>	\$ 915.00	x5	\$ 4575.00	
(2)	<i>Offer per site</i>	\$	x5	\$	 Bid Amount for 5 years
(3)	<i>Total Fee (C501 plus A.O 15)</i>	\$	x5	\$	


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### Food or Non-food Service Stand

Please complete the following worksheet.

This worksheet provides an itemized list of the fees related to licensing the site for the prescribed period of January 2018 – December 2022.

Site # \_\_\_\_\_

		<u>Per year</u>		<u>5 year</u>	
(1)	<i>Annual License Fee (A.O. 15)</i>	\$ 230.00	x5	\$ 1150.00	
(2)	<i>Offer per site</i>	\$	x5	\$	 Bid Amount for 5 years
(3)	<i>Total Fee (C501 plus A.O 15)</i>	\$	x5	\$	

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### Please note:

- Only one bid sheet per submission is required.
- If bidding for multiple sites, a separate vending License Application Form and Bid Sheet must be submitted.

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## By-law C-501 Schedule B Vending Sites

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### **A. Food Service Vehicle Sites:**

2. Spring Garden Road, North Side, 32.5 metres East of Brunswick Street
  3. Grafton Street, West Side, 25 metres North of Spring Garden Road
  8. Purdys Lane, North side of the north loop of the crescent, 27 metres East of Upper Water Street
  9. Waterfront Drive, East side, 35 metres North of driveway to Park Parking Lot
  10. Dingle Road, in the Sir Sanford Fleming Park Parking Lot
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### **B. Food Stand Sites:**

4. Grafton Street, West Side, 56.5 metres North of Spring Garden Road
  7. Argyle Street, East Side, 30 metres South of Carmichael Street
  8. Argyle Street, East Side, 60 metres South of Carmichael Street
  11. On the Halifax North Common, Cunard Street, South Side, 48 metres East of Princess Place
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### **C. Artisans and Craft People Sites:**

1. On the sidewalk, North side of Spring Garden Rd (Public Gardens) between South Park Street and Summer Street (Non-food merchandise only)
2. Sackville Landing, 9 sites located on the Event Plaza at the SE side of Sackville Street and Lower Water Street
3. Nathan Greene Square, 10 sites located in park area east of Provincial Courts building, north of Ferry Terminal building.

# Vending License Info Sheet

## Frequently Asked Questions (FAQs)

### *What are the types of Vending Licences?*

#### ***Food Service Vehicle / Stand Site license***

- means a license to vend food products at a specific site.

***Bicycle Wagon license*** - means a license to vend from a bicycle wagon.

***Artisan Stand license*** - means a license to vend handmade crafts at a specific site.

### *What are the types of vending?*

A bicycle wagon means a bicycle vehicle propelled by human power use for vending.

A Food Service Vehicle means any vehicle, as defined in the Motor Vehicle Act, used for the display, storing, transportation or sale of food and non-alcoholic beverages by a vendor, which is required to be licensed and registered pursuant to the Motor Vehicle Act.

A stand is means any table, showcase, bench rack, pushcart, wagon or any other wheeled vehicle or device which is used for the display, storage, transportation or sale of food, non – alcoholic beverages or other merchandise by vendor.

An Artisan means a painter, photographer, silversmith, weaver, jeweller, candle maker, leather worker or other like artisan who resides in Nova Scotia and manufactures their own products or vends handmade products made within Nova Scotia.

### *What do I need to apply for a food service license?*

- Criminal Record Report/Vulnerable Sector Search
- Photograph of stand, mobile canteen or bicycle wagon
- Copy of Photo Identification (example, Nova Scotia driver's license)
- Written consent from the owner (if applicant is not the owner of the food service vehicle or stand)
- Copy of valid Health Permit
- Proof of Insurance \$2,000,000 Coverage (Certificate of Insurance naming Halifax Regional Municipality as Addition Insured)

### *What do I as an Artisan need to apply for a stand license?*

- Photograph of the crafts being sold
- Copy of Photo Identification (example, Nova Scotia driver's license)
- Price list for all items sold
- A statement to the effect that the applicant made or manufactured the handcraft, or the handcrafts are made within Nova Scotia.

### *How much will a license cost?*

Vending Type	Fee
Food Service Vehicle	\$915
Bicycle Wagon	\$120
Stand	\$230
Artisans/Craftspeople	
-Spring Garden Road	\$35
-Waterfront ( Sackville Landing and Nathan Green)	\$250

### *Where can I submit an application for a license?*

License applications can be submitted at the following HRM Customer Service Centres:

**Scotia Square**

5201 Duke St.  
Halifax, NS, B3J 1N9

**Bayer's Road**

7071 Bayer's Rd, 2nd Floor Towers  
Halifax, NS, B3L 4P3

**Alderney Gate**

40 Alderney Dr. 1st Floor,  
Dartmouth, NS, B2Y 2N5

**Acadia Centre**

636 Sackville Dr.  
Lower Sackville, NS, B4C 2S3

### *Where can I find out more information about vending?*

Additional information can be found in By-Law C-501 "Respecting Vending on Municipal Lands" which is available online at: <https://www.halifax.ca/city-hall/legislation-by-laws/by-law-c-501>

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