

# MOBILE VENDOR GUIDELINES AND LOCATIONS

## MOBILE VENDORS IN HINTON

The Town of Hinton supports the development of the mobile vending industry in our community. The Town encourages the responsible use of public spaces to enhance the vitality of these spaces while maintaining public safety and pedestrian/traffic flow.

The following Mobile Vending guidelines seek to provide clarity and direction for those businesses and citizens seeking to understand the process.



### Development Services

2<sup>nd</sup> Floor, 131 Civic Centre Road,  
Hinton, AB T7V 2E5  
[development@hinton.ca](mailto:development@hinton.ca)  
780.865-6010

### **WHAT IS A MOBILE VENDOR?**

A Mobile Vendor is a business that sells goods, food, amusements or services from a mobile motor vehicle, trailer, pushcart, temporary display, stand or similar structure.

These are typically businesses such as food trucks, fruit stands, ice cream carts, artisan vendors operating from a temporary location.



# Guidelines



## ☒ WHAT DO I REQUIRE WHEN OPERATING FROM...

### Public Land

- Mobile Vending Permit (see below)

### Community Event

- Business License
- Permission from event organizer

### Private Land

- Business License
- Permission from landowner

## ☒ WHAT IS A MOBILE VENDING PERMIT?

A Mobile Vending Permit allows a vendor to operate on public property and is also a mechanism for the Town to ensure certain safety and risk mitigation measures are in place.

## ☒ WHAT IS NEEDED FOR A MOBILE VENDING PERMIT?

- ✓ complete the application form
- ✓ pay the fee
- ✓ provide a copy of your Business License
- ✓ provide a copy of your Development Permit for your base of operations, if applicable
- ✓ provide a Certificate of Insurance with a minimum liability coverage of \$2 million with the Town named as an additional insured
- ✓ provide a waste management plan
- ✓ proof of a valid Alberta Health Services approval (Food Handling Permit), if required
- ✓ proof of Fire Inspection approval (either from the Town or private inspection), if required

## WHAT ARE THE COSTS?

Below are the common fees a Mobile Vendor can expect to incur in normal operations at the Town of Hinton:

Mobile Vending Permits	Fee
Annual General	\$500
Monthly General	\$100
Daily General	\$25
Annual Cart Vendor	\$100

Other Related Town Fees	Fee
Annual Fire Inspection (Town Fire Dept; if required)	\$75
Annual Business License	\$160
Development Permit – Home Occupation	\$75
Development Permit – Commercial Location	\$100

## WHERE CAN MOBILE VENDORS OPERATE ON PUBLIC LAND?

**Mobile Vendors** may operate on **roads and parking lots** at the following locations without additional approvals on a first-come, first-served basis:

Location	Name	Number of Permitted Vendors
1	Green Square	6
2	Northern Rockies Museum	2
3	Curling Rink	3
4	Jesse Turgeon Park (May 1 – August 31)	2
5	Recreation Centre (May 1- August 31)	2
6	Lions Park	1
7	Kinsman Park	1

 A map of the specific locations at these sites is provided at the end of these guidelines for clarity.

**Mobile carts and similar small mobile vendors** may operate **within all Town parks** except for Mary Reimer Regional Park on a first-come, first-served basis to a **maximum of 2 vendors in a park at a time**.

Additional locations may be considered with approval from the Town. Please contact Development Services at 780-865-6010 or [development@hinton.ca](mailto:development@hinton.ca) should you like to request an additional location(s).



## **WHAT ARE THE REGULATIONS?**

1. Maintain at all times the Vending Unit in a safe, sanitary, well-ventilated, and clean condition.
2. The Vending Unit shall be self-contained and supply its own power and water source. Generators are permitted providing they do not cause a disturbance.
3. All elements associated with the Mobile Vendor and its operations including overhead canopies, doors, line-up, signage, and waste receptacles, shall not cause any vehicular or pedestrian obstructions or hazards.
4. Operate with the service side facing toward a sidewalk, green space, or equally suitable safe location for patrons.
5. Provide proper waste and recycling receptacles for customers.
6. Collect and dispose of any refuse within a 6 m radius of the Vending Unit after service at a location.
7. Make arrangements to provide proper access to public washroom facilities for employees.
8. Attend the Vending Unit at all times while operating.
9. One temporary pedestrian-oriented sign is permitted within 5 m of the Vending Unit.
10. No overnight storage is permitted unless:
  - a. associated with a multiple day Community Event and with the written permission of the event organizer and the Town.
  - b. written permission is obtained by the Town.
11. Do not restrict or interfere with the ingress or egress of any adjacent property or obstruct the access or movement of emergency or Town operations vehicles.
12. Do not actively solicit or harass pedestrians or park users.
13. Do not sell to customers in their vehicles. The client must approach the Vending Unit.
14. Mobile Vendors may not operate within:
  - a. 20 m of a Business that sells a similar product to the Mobile Vendor without permission from the Business.
  - b. 100 m of any primary or secondary school site without permission from the school administration.
  - c. 100 m of a Community Event without permission from the event organizer.
15. Mobile Vendors may not operate on roads within residential land use districts, except for:
  - a. during a Community Event where permission from event organizer has been obtained.
  - b. when the Mobile Vendor is a Business that operates solely for the sale of ice cream or frozen food in a form intended for individual consumption and the Vendor is not stopped for longer than 10 minutes at a time.
  - c. the Mobile Vendor has been expressly invited by a residential landowner to carry-on Business on or in front of their property and the use is temporary, short term, and is not re-occurring.
16. Do not create any excessive disturbance or nuisance, including but not limited to noise, vibration, smoke, dust, odour, air pollution, heat, glare, bright lights, hazardous or unacceptable waste.
17. Do not modify Public Land or any improvements thereon, or affix anything to Public Land except with the prior written authorization of the Town.
18. Do not bring, permit, allow, or release any hazardous substances (as defined in the Environmental Protection and Enhancement Act) onto Public Land.
19. Abide by all other applicable Town bylaws, and any Provincial or Federal law or regulation required.

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## Mobile Vendor Approved Locations - Overall Locations

SCALE = 1:20000















