



PO Box 546  
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**Street Vendor Application – Checklist**

1.  Application (Schedule “B”)  
 Insurance Form (Schedule “A”)
  
2. Full description and photograph (or an artist’s concept) of any pushcart, food truck/trailer, mobile sales establishment, mobile vending unit, Lunch Truck or other.
  
3. Approvals/Certifications
  - Electrical Inspection Certification
  - Public Health Certificate
  - Hold Harmless Agreement
  - Property Owner’s Permission Letter
  - Proof of Insurance
  - Insurance for at least two million dollars (\$2,000,000) liability with the Town of Three Rivers named as a third party and with notice given by the insurance company to the Town of Three Rivers if the insurance is ever cancelled.
  
4. Permits
  - a. Push Carts
    - i. Public Health
    - ii. Electrical
  
  - b. Food Trucks/Trailers
    - i. Public Health
    - ii. Electrical
    - iii. Fire
  
  - c. Mobile Sales Establishment
    - i. Public Health
    - ii. Electrical
  
  - d. Lunch Trucks
    - i. Public Health
    - ii. Electrical
  
  - e. Other (as required and/or)
    - i. Public Health
    - ii. Electrical
  
5. Fees: Cash, Credit (Visa or Mastercard), Debit, and/or certified cheque payable to the Town of Three Rivers (refer to Schedule “E” License Fee Schedule).



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**Street Vendor – Fee Schedule**

Application fee per application: \$50 (non-refundable)

The application fee is charged for each application. Various dates within the year may be included on one application. A separate application for additional dates will require that another application fee be paid.

Push Cart per space (or other similar)	\$50 (January 1 <sup>st</sup> to December 31 <sup>st</sup> )
Food Truck/Trailer per space (or other similar)	\$400 (January 1 <sup>st</sup> to December 31 <sup>st</sup> )
Mobile Sales Establishment (or other similar)	\$100 (January 1 <sup>st</sup> to December 31 <sup>st</sup> )
Lunch Cart	\$100 (January 1 <sup>st</sup> to December 31 <sup>st</sup> )

Applies to all – in lieu of a season license, you can purchase a Daily or Weekly License in the Town of Three Rivers. \*Schedule “A”, “B” & “C” must be completed and approved. Prices as follows:

- All \$20 – Daily
- All \$50 – Weekly

**Additional Fees**

Written request will be required if other Town services or utilities are requested to be utilized by the applicant. Additional fees will be required to utilize Town of Three Rivers utilities (i.e. electricity, water etc.) costs/fees to be determined by Council on a case by case basis where deemed approved by Council. Location changes must be applied for by applicant and request submitted to Council along with a new site plan. Re-application fees may be deemed necessary by Council.

If the applicant operates in an area not authorized or operates on approved site longer than was approved the applicant will be required to stop immediately and leave the premises. If the applicant continues to operate again without the proper approval or longer than approved the applicant’s mobile establishment will be subject to removal by the Town at the owner’s expense, a fine of \$1000, and/or immediate revoking of their Street Vendor License.



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**Street Vendor License Application**

**Name of Business:** \_\_\_\_\_

**Have you applied for an application before?**       Yes       No

**Number of years in business:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Mailing Address & Postal Code:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Primary Phone #:** \_\_\_\_\_      **Other Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Description of goods being sold-**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Location(s) Requested-**

Location 1: \_\_\_\_\_  
 Location 2: \_\_\_\_\_  
 Location 3: \_\_\_\_\_

**Start Date:** \_\_\_\_\_      **End Date:** \_\_\_\_\_

**Open for Business-**

- 7 days a week
- Weekdays Only
- Weekends Only
- Other: \_\_\_\_\_

**Operating Hours-**

Opening: \_\_\_\_\_  
 Closing: \_\_\_\_\_

**Vendor Power Supply**

Does the operation of the establishment require connection to electrical?  Yes  No

Is the operation of the establishment proposing the use of a generator?  Yes  No

Does the operation require connection to municipal services?  Yes  No

If no, how will the wastewater be disposed of? \_\_\_\_\_

**Vendor Establishment Type:**

Push Cart  Food Truck/Trailer  Mobile Sales Establishment

Lunch Truck  Other: \_\_\_\_\_

**Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Serial #:** \_\_\_\_\_

**License Plate #:** \_\_\_\_\_

**Inspection Valid Until:** \_\_\_\_\_

**Does the vehicle/equipment require Provincial Vehicle Registration?**  Yes  No

If YES has it been registered yet?  Yes  No

**Attachments Required:**

- Site Plan/Set Up at Proposed Location(s)
- Certificate of Insurance
- Proposed Customer Parking
- Public Health Certificate
- Permission (Letter) from Property Owner of Proposed Set Up Location
- Electrical Inspection Certificate
- Hold Harmless Agreement
- Photographs of Mobile Food Establishment

**Protection of Privacy** - The personal information requested on this form is collected under the authority of Section 11(1)(b) of the Bylaw to Regulate Access to Information and Protection of Personal Information, Three Rivers Bylaw 2020-02, and will be protected under Section 16 of that Bylaw. It will be used for the purpose of issuing street vendor licenses and related documents.

Direct any questions about this collection to Access to Information and Protection of Privacy Coordinator, 172 Fraser Street, PO Box 546, Montague, PE C0A 1R0 Phone: (902) 838-2528.



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**Street Vendor – Insurance Certificate**

During the period of the term of this license agreement, \_\_\_\_\_  
 (*Street Vending Business & Applicant*) shall maintain a policy of public liability and property damage insurance, including liquor liability coverage if applicable, in the amount of Two Million Dollars (\$2,000,000) and containing endorsements showing the “Town of Three Rivers” as an additional insured within 30 days’ notice of termination and having a cross-liability clause, in a form satisfactory to the Town of Three Rivers. Proof of insurance shall be made available to the Town of Three Rivers with this application.

Name of Applicant (Must be incorporated or an individual): \_\_\_\_\_

Name and Title of Applicant (Print):

Signature of Applicant or Authorized Representative:

\_\_\_\_\_

\_\_\_\_\_

Name of Witness (Print):

Signature of Witness:

\_\_\_\_\_

\_\_\_\_\_

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

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**Street Vendor – Hold Harmless Agreement**

The applicant acknowledges that they have read the Licensing and Street Vendor Bylaw in its entirety, fully understand the terms and conditions as outlined and have fully disclosed all details and components related to the application for Street Vendor Licensing.

Business Name:	Applicant Name:
Date:	Applicant Signature:

**Hold Harmless Agreement**

\_\_\_\_\_ (name of applicant) shall indemnify and hold the Town of Three Rivers harmless from and against all liability, loss, claims, demands, costs, and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions by the above named, their officers, agents, employees, or others for whom they are responsible at law arising out of any cause whatsoever, either direct or indirect, through its use and/or operation of Town property in connection with \_\_\_\_\_ (street vending business) excluding only such liability as may solely rise out of the negligence of the Town of Three Rivers, its employees, officers, or agents.

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**Street Vendor – Application for Exemption from Permit Fees for Non-Profit Organizations**

**Non-Profit Organization** \_\_\_\_\_

**Purpose of Non-Profit Organization** \_\_\_\_\_

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

**Year established** \_\_\_\_\_

**Contact Name** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email address** \_\_\_\_\_

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