

This package contains the following information to assist you in applying for a Vending Permit in the Former City of Toronto.

- Application Form (one location per form)
- Check List for sidewalk boulevard vending and detailed qualifications
- Check List for curb lane vending
- Sample sketch indicating how to calculate clearance from obstacles
- Schedule “B” (list of streets zoned for vending, not locations available)
- List of Former Metro Roads (available for Vending)
- Map indicating Business Improvements Areas (BIA’s)
- List of Contacts for BIA’s

Please be advised that there is a Moratorium in place for Wards 20, 27 and 28 where no applications can be accepted.

If you have any question regarding your application please contact:

The Road Allowance Unit
850 Coxwell Ave.
Toronto, Ontario M4C 5R1
Information Line: 416-392-6700
Fax Number: 416-338-7225
Monday to Friday 8:30 am – 4:00 pm



Vending Application (Sidewalks/Boulevards/Curblanes)

| | | |
|---|--|------------------------|
| Name of Contact (Owner) <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. (First Name) (Surname/Last) | | Business Telephone No. |
| Business Address | | Postal Code |
| Vending On: <input type="checkbox"/> Sidewalk <input type="checkbox"/> Sidewalk/Boulevard <input type="checkbox"/> Curblane | | |
| Proposed Vending Location/One per Application | | |
| Items for Sale | | |
| City of Toronto Business Licence No. | | Expiry Date |
| Proposed Hours of Operation | | |
| Do you presently have a valid designated vending permit within the City of Toronto? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| If yes, you are required to relinquish one or more of these locations in order to obtain a permit for the location requested above. If applicable, which location are you willing to give up? | | |
| Permit No. | | |
| To ensure your Food Vending Application is accepted please enclose the following information (if applicable): <ul style="list-style-type: none">• A Certificate from the Medical Officer of Health which shows compliance of the portable display unit and waste receptacle with the Health Protective and Promotion Act regulations (dated within three months of application date).• A Propane Inspection Certificate in accordance with the requirements of the Propane Storage, Handling and Utilization Code of Ontario Regulation 825-82, as amended, from the Provincial Fuels Safety Branch (dated within three months of application date).• A Propane Handlers Certificate for each person working at the proposed location.• A copy of written consent of the Business Improvement Area's Board of Directors regarding your proposed vending location. | | |
| If your application is approved, it will be necessary to: <ul style="list-style-type: none">• Enter into an agreement with the City of Toronto• Provide proof of third party liability insurance satisfactory to the City Treasurer (Standard form of certificate of insurance, attached).• Pay a Permit Fee. | | |
| _____ Signature | | _____ Date |

All Applications require 6 – 12 weeks processing time
(Please refer to the detailed brochure attached)

Sidewalk/Boulevard Vending Check List 1 Is Your Application COMPLETE?

| | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Have you completed the sketch and attached it to your application? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Have you included the name and side of street, and the tie-in measurement(s) from the curb of the nearest intersecting street for each location you have requested? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Have you attached a copy of a valid City of Toronto Business Licence or written proof that you are exempt from requiring such a licence? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Have you attached a drawing or photograph and included the dimensions of the portable display unit, seat and waste receptacle? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | If you propose to vend food , have you attached a detailed drawing of the waste receptacles, food storage areas, heating, cooking and other equipment as may be required by the Medical Officer of Health? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | If you propose to vend food , have you attached a copy of a certificate from the Medical Officer of Health which shows compliance the portable display unit and waste receptacle with the Health Protection and Promotion Act regulations? This certificate must show your valid Business Licence Number and be dated within three (3) months of the date of your application. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | If propane is to be used , have you attached a copy of a report, in accordance with the requirements of the Propane Storage, Handling and Utilization Code of Ontario Regulation 825-82, as amended, from the Provincial Fuels Safety Branch? This certificate must show your valid Business Licence Number and be dated within three (3) months of the date of your application. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | If the requested location is in a BIA, have you attached a copy of the written consent from the BIA's Board of Directors regarding your proposed use of the requested location? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Have you attached your non-refundable processing fee of \$250.00 for each location requested? Payment may be made payable by cheque, money order or bank draft to the Treasurer, City of Toronto. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Have you signed your application form? |

Sidewalk/Boulevard Vending Check List 2

| Please use this Check List to ensure your application is complete. Failure to meet any of the location requirements or failure to supply any of the documents which must accompany your application may delay processing and may result in your application not being accepted. | | |
|--|--------------------------|---|
| Yes | No | Does the requested location meet the following criteria? |
| <input type="checkbox"/> | <input type="checkbox"/> | The requested location is on a street or part of street which appears on the attached Schedule B or Schedule F of the City of Toronto Municipal Code, Chapter 315 (Street Vending)? |
| <input type="checkbox"/> | <input type="checkbox"/> | The requested location is not in front of a building entrance, exit, name or number, fire hose connection or display window? |
| <input type="checkbox"/> | <input type="checkbox"/> | The requested location is in front of a display window and you have obtained the written statement(s) of the building owner and the occupant indicating that there are no objections to your proposed use of the requested location? |
| <input type="checkbox"/> | <input type="checkbox"/> | No other business within 25 metres of your requested location sells products similar to those which you propose to sell. |
| <input type="checkbox"/> | <input type="checkbox"/> | No other vending locations are currently located within a 25 metre radius of your proposed location. |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the requested location is in a Business Improvement Area (BIA)? |
| <input type="checkbox"/> | <input type="checkbox"/> | The requested location is in a BIA and you have obtained written consent from the BIA's Board of Directors to your proposed use of the requested location. |
| <input type="checkbox"/> | <input type="checkbox"/> | There is a minimum width of 3.66 metres of clear sidewalk or paved and passable boulevard space adjacent to the requested location. |
| <input type="checkbox"/> | <input type="checkbox"/> | If your proposed location is on a corner, the requested location is set back at least the width of the portable display unit from the corner of the intersecting street line. |
| <input type="checkbox"/> | <input type="checkbox"/> | The portable display unit and seat will fit within 2.32 square metres and are easily removed by one person. |
| <input type="checkbox"/> | <input type="checkbox"/> | If you propose to vend food, the waste receptacle will also fit within the above 2.32 square metres and can be easily removed by one person. |
| <input type="checkbox"/> | <input type="checkbox"/> | If you propose to sell ice cream or non-food products, the requested location is at least 30 metres from any entrance to school grounds, public park, public dock or wharf where ferries take on or discharge passengers. |

Sidewalk/Boulevard Vending Check List 3 Detailed Qualifications

| Yes | No | If you answer NO to any of the questions below your requested location cannot be licensed |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | The application location is located on one of the Schedules included in the vending package. |
| <input type="checkbox"/> | <input type="checkbox"/> | The application location is more than 25 metres (82 feet) of any business selling similar products. Note food is food, jewelry is jewelry, clothing is clothing, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | The application location is more than 25 metres (82 feet) of any entrance or exit to a place of worship. |
| <input type="checkbox"/> | <input type="checkbox"/> | The vending location includes standing space and safety zone from curb (if at curbside. Both are a minimum of .60 metres (2 feet). |
| <input type="checkbox"/> | <input type="checkbox"/> | The entire vending location, including standing area seat and waste receptacle, fits in 2.32 square metres (24 square feet). (e.g.: 0.91 metres (3 feet) by 2.44 metres (8 feet) or any combination equaling 2.32 square metres). |
| <input type="checkbox"/> | <input type="checkbox"/> | The vending location, including standing and safety zone, once set up on City Street Allowance* provides a minimum of 3.66 metres (12 feet) of clear paved and passable sidewalk space. <i>* Street lines are available from the Survey Division at 277 Victoria Street, 10th floor.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | The vending display and equipment can easily be moved by one person. |
| <input type="checkbox"/> | <input type="checkbox"/> | The vending location is NOT in front of building entrance, exit, name, number or fire hose connection. |
| <input type="checkbox"/> | <input type="checkbox"/> | The vending location is NOT in front of display window. |
| <input type="checkbox"/> | <input type="checkbox"/> | If the location is at a corner, the requested location is set back at least the width of the area to be licensed from the corner of the intersecting street lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | If your application is to sell ice cream or non-food products, the requested location is a minimum of 30 metres (99 feet) from any entrance to school grounds, public park and any public dock/wharf where ferries take on or discharge passengers. |
| <input type="checkbox"/> | <input type="checkbox"/> | If your location request is within a Business Improvement Area (BIA), you have written consent from the BIA's Board of Directors for your vending proposal (BIA maps and names are included in the vending package). |
| <input type="checkbox"/> | <input type="checkbox"/> | You have completed the application form. |
| <input type="checkbox"/> | <input type="checkbox"/> | You have completed the application sketch, including tie in measurements to the nearest intersecting streets. |
| <input type="checkbox"/> | <input type="checkbox"/> | You have attached a copy of your valid City of Toronto Business Licence or letter of exemption. |

Curblane Vending Check List 1

| Yes | No | Is your application complete? |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Have you completed the sketch and attached it to your application? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you included the name and side of street, and the tie-in measurement(s) from the curb of the nearest intersecting street for each location you have requested? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you attached a copy of a valid City of Toronto Business Licence or written proof that you are exempt from requiring such as licence? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you attached a drawing or photograph showing the dimensions of the vehicle and a detailed drawing of the waste receptacles, food storage areas, heating, cooking or other equipment as may be required by the Medical Officer of Health? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you attached a copy of a certificate from the Medical Officer of Health which shows that the vehicle and waste receptacle complies with regulations of the Health Protection and Promotion Act? This certificate must show the City of Toronto Vending Plate or Business Licence Number and be dated within three (3) months of the date of your application. |
| <input type="checkbox"/> | <input type="checkbox"/> | If propane is to be used , have you attached a copy of a report, in accordance with the requirements of the Propane Storage, Handling and Utilization Code of the Ontario Regulation 825-82, as amended, from the Provincial Fuels Safety Branch? This certificate must show your City of Toronto Vending Plate or Business Licence Number and be dated within three (3) months of the date of your application. |
| <input type="checkbox"/> | <input type="checkbox"/> | If the requested location is in a BIA , have you attached a copy of written consent from the BIA's Board of Directors regarding your proposed use of the requested location? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you attached your non-refundable processing fee of \$250.00 for each location requested? Payment may be made by cheque, money order or bank draft payable to the Treasurer, City of Toronto. |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you signed your application form? |

Curblane Vending Check List 2

| Yes | No | Does the proposed location meet the following criteria? |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | The requested location is on a street or part of a street which appears in the attached Schedule B or Schedule F of the City of Toronto Municipal Code, Chapter 315 (Street Vending). |
| <input type="checkbox"/> | <input type="checkbox"/> | The requested location meets the criteria of not being in front of a building entrance, exit, name or number, fire hose connection or display window. |
| <input type="checkbox"/> | <input type="checkbox"/> | The requested location is a minimum of 25 metres from other businesses which sell products similar to those which you propose you sell. |
| <input type="checkbox"/> | <input type="checkbox"/> | The requested location is a least 25 metres from any other vending location. |
| <input type="checkbox"/> | <input type="checkbox"/> | The requested location is a minimum of 25 metres from the entrance or exit of a place of worship. |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the requested location in a Business Improvement Area (BIA)? |
| <input type="checkbox"/> | <input type="checkbox"/> | The requested location is in a BIA and you have obtained written consent from the BIA's Board of Directors to your proposed use of the requested location. |
| <input type="checkbox"/> | <input type="checkbox"/> | The requested location is a minimum of 30.5 metres from a signalized intersection (e.g., traffic lights). |
| <input type="checkbox"/> | <input type="checkbox"/> | Parking is permitted at the requested location during the time period(s) you propose to vend. |
| <input type="checkbox"/> | <input type="checkbox"/> | There is a minimum width of 3.66 metres of clear sidewalk or paved and passable boulevard space adjacent to the requested location. |
| <input type="checkbox"/> | <input type="checkbox"/> | The vehicle will fit within an area measuring 10 metres in length (measured parallel to the curb) and 3.0 metres in width. |
| <input type="checkbox"/> | <input type="checkbox"/> | If you propose to sell ice cream products, the requested location is a minimum of 30 metres from any entrance to school grounds, public park or public dock or wharf where ferries take on or discharge passengers. |