

2025

**OUR.DW.TN**

# Mobile Food Vendor

Guidelines for Ship Point



The City of Victoria reserves the right to update information and requirements found within this document. Contact [bizhub@victoria.ca](mailto:bizhub@victoria.ca) with any questions or for information about your application.

## Program Overview

The City of Victoria is excited to offer designated food vending spaces that will permit mobile food vendors to operate during set days at Ship Point as part of the OUR DWTN program.

Most Tuesdays, Wednesdays and Thursdays from June 3 to Oct 2, there will be programming from 4-8 p.m., outdoor games, as well as new decorative lighting and an expanded seating area, where locals and tourists can enjoy Victoria's spectacular Inner Harbour. On most Tuesdays the Victoria Beer Society will also be on site.

Operating hours are 4-8 p.m., with the option to extend one additional hour to 9 p.m. if there is adequate customer demand. Site takedown is permitted 30 minutes after operating hours. There is no permit costs associated with the application for use of these designated spaces.

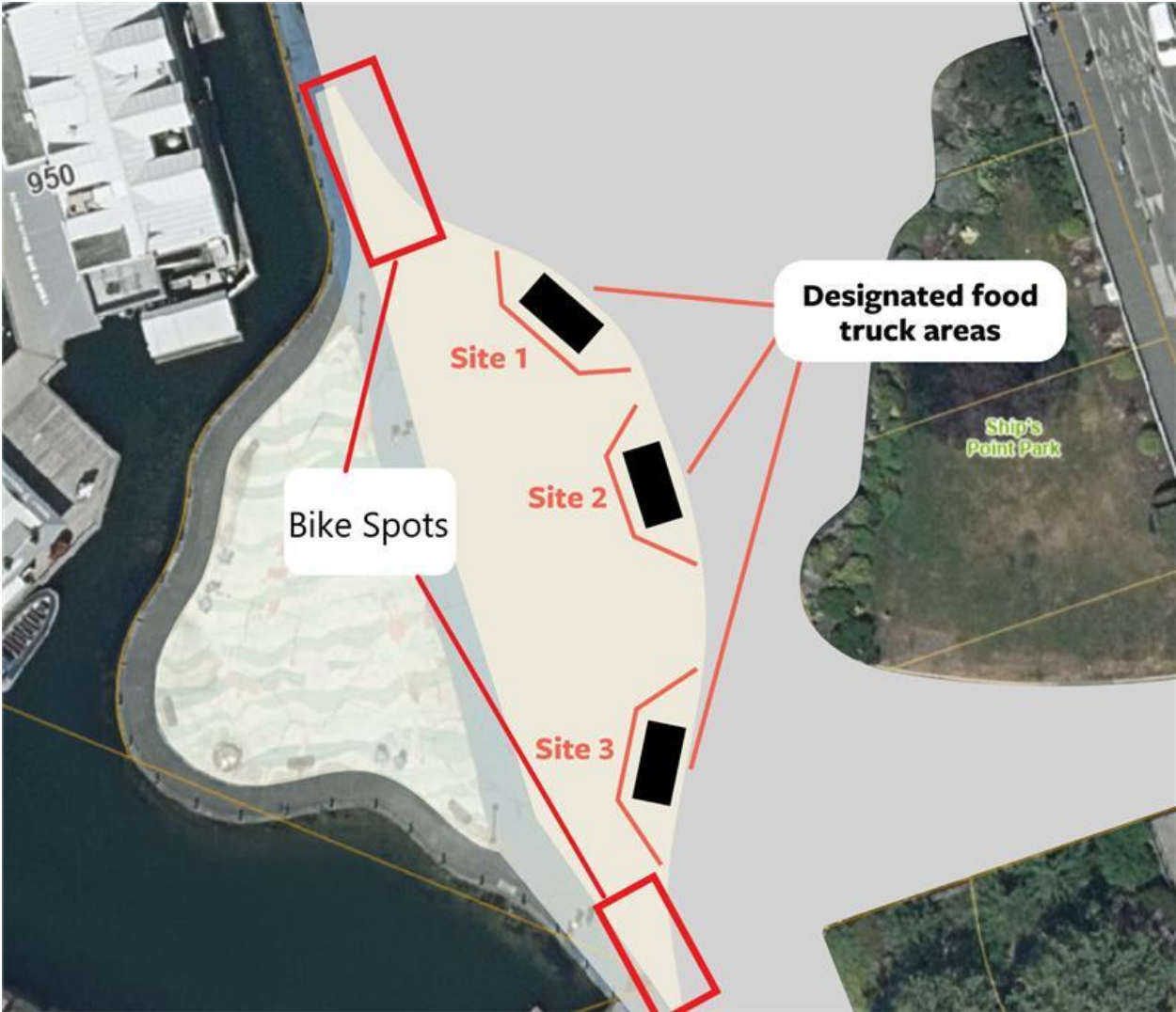
## Program Details and Selection Process

The City of Victoria will have the following opportunities available:

- Two food truck spots for Tuesday, Wednesday and Thursday from 4-8 p.m. vending (except blackout dates in Schedule A) for the duration of the program. The successful applicant(s) must attend during programmed hours (Tuesday, Wednesday and Thursday from 4-8 p.m.). The City is seeking vendors with multiple menu options for these spots.
- One bicycle vending spot for Tuesday, Wednesday and Thursday from 4-8 p.m. vending (except blackout dates in Schedule A) for a bicycle vendor for the duration of the program.

City staff will assign vendors to sites based on vendor type, availability and product variety. Staff will contact successful applicants by email to confirm their assigned dates and site number.

The following site map identifies available designated mobile vendor and food trucks / cart sites by the black rectangles. The sites measure 16' x 7' and vehicle movement areas are shown in red and will be left unencumbered for pull-in and out movements.



## Eligibility and Application Requirements

Business activities in mobile food vendor spaces are subject to the uses permitted by the applicant's approved and active business licence and health and safety requirements. This is a temporary program, set to expire on October 2, 2025, and the City reserves the right to conclude the program / amend requirements or change rules in future years.

Applications must include:

- Your completed online application form.
- The following corresponding documentation to be emailed to [bizhub@victoria.ca](mailto:bizhub@victoria.ca):
  - Certificate of Insurance identifying required insurance coverage for the program duration
  - A drawing or site map that includes accurate measurements of the food truck / cart and equipment
  - Signed Terms and Conditions

Submissions will be accepted until 11:59 p.m. on May 1, 2025.

## Schedule A

**No mobile vending is permitted on the dates below. Dates are subject to change, with as much advance notice provided as possible.**

- June 18-19
- September 30