



Seasonal Vendor Program - Required Documents

Effective February 1, 2022

The new digital application process for the Seasonal Vendor program requires applicants to attach the following documents to their application.

Complete	Required Items
	1. A copy of a Business License or a 'License Not Required' letter from The City's Chief License Inspector - please visit myBusiness to learn more
	2. A current copy of Insurance Certificate <ul style="list-style-type: none"> • \$2M liability insurance naming the City of Calgary as an "Additional Insured"; or • \$5M liability insurance naming the City of Calgary as an "Additional Insured" (applicable if accessing and/or utilizing Calgary's waterways)
	3. One (1) site plan for <u>each</u> preferred park location listed in the application to include - please refer to <i>Sample Site Plan</i> <ul style="list-style-type: none"> • Title and park location • Location number - required if you intend on operating from more than one park location (e.g. Location 1 of 2) • North arrow • A map indicating the proposed location within the subject park • A site plan with existing and/or proposed elements such as: <ul style="list-style-type: none"> ○ Temporary equipment and/or structures; include dimensions ○ Existing structures and/or infrastructure ○ Adjacent pathways • Proposed entry and exit route for transporting equipment and/or structures, including how often you intend on entering and exiting the park (e.g. daily, weekly, monthly, once/twice per season) • Proposed entry and exit route for motorized vehicles, including how often you intend on entering and exiting the park (e.g. daily, weekly, monthly, once/twice per season)
	4. Colour photographs of all proposed temporary equipment and/or structures. Label and identify <u>each</u> photograph.
	5. Approved AHS Food Handling Permit ; if applicable to business operation
	6. A copy of WCB Clearance Letter; if applicable to business operation
	7. An Environmental Plan; required if accessing and/or utilizing Calgary's waterways – please refer to <i>Environmental Plan</i>
	8. Required Building Permits; determine through PDA what permits are required for any equipment that will be onsite

NOTE

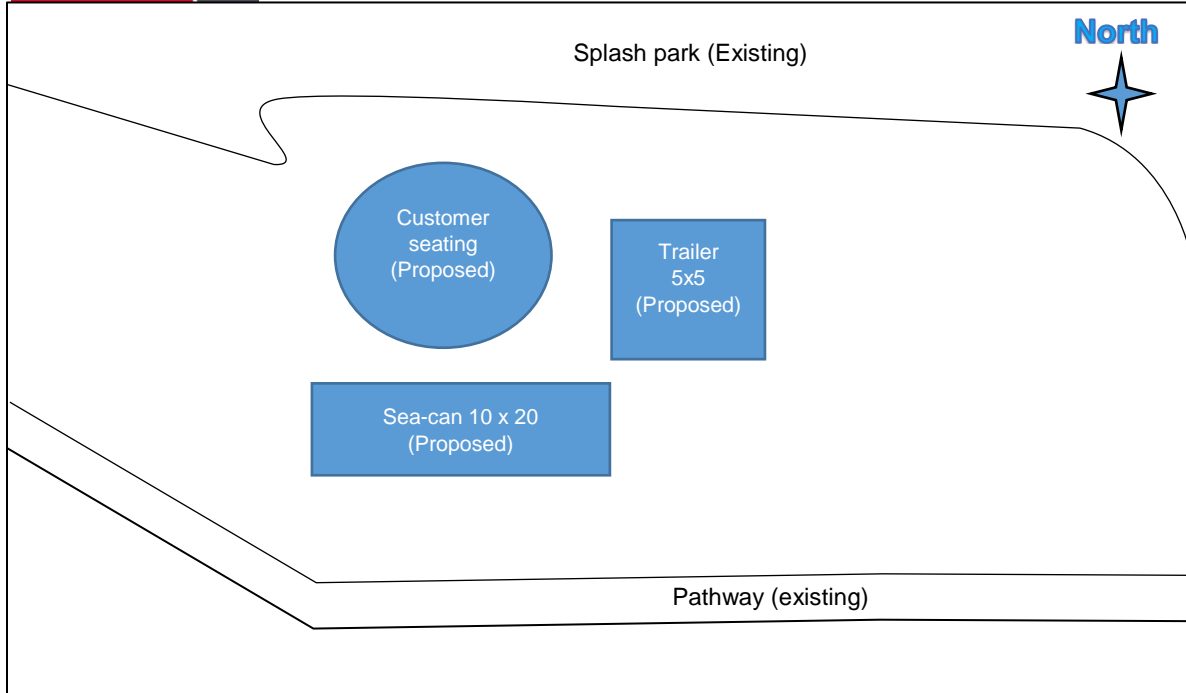
- All documents must be named as listed on the requirement list (in any naming convention that makes the document type identifiable)
- Professional drawings are not required, however, submissions must be clear and legible

SAMPLE SITE PLAN

Title: Prairie Winds Park Bicycle Repair

Location 1 of 2





Proposed entry and exit plan for transporting equipment and/or structures





Our proposed entry and exit plan for transporting equipment (e.g. customer seating) and structures (i.e. sea can and trailer) will follow the red line indicated on the map above. We will enter the park via the south parking lot off of 54th Avenue NE, and proceed on the pathway system north, toward our proposed location.

Our business operation requires **seasonal** access to transport our equipment and structures. Preferably upon the commencement of our term and prior to its expiry.

Proposed entry and exit plan for motorized vehicles (if applicable)

Proposed entry and exit plan for motorized vehicles (i.e. truck) will follow the same route as indicated on the map above. We will enter the park via the south parking lot off of 54th Avenue NE, and proceed on the pathway system north, toward our proposed location.

Our business operation requires **weekly** motor vehicle access. Preferably on Monday evenings between 7:00 pm – 9:00 pm.



ENVIRONMENTAL PLAN

Questions	Answers
List the cleaning products you intend to use as part of your business operation, and attach corresponding Safety Data Sheet(s).	<ol style="list-style-type: none">1. Product 1 Name SDS Sheet2. Product 2 Name SDS Sheet3. Product 3 Name SDS Sheet
Describe how you will ensure containment of product(s) from entering the waterways and/or storm drains.	
Outline your emergency response plan and containment procedure if there is a spill into the waterways and/or storm drains. <i>Note: all spills into the waterways and/or storm drains must be reported to 311.</i>	
Outline how you have trained your staff in the above emergency response plan and containment procedure.	