



Town of Whitby Legal and Enforcement Services

Office Address: 3050 Garden Street, Unit 102, Whitby, ON L1R 2G7
Mailing Address: 575 Rossland Road East, Whitby, ON L1N 2M8
www.whitby.ca

Refreshment Vehicle Licence Information

General Inquiry: 905.430.4907

- The application form must be fully completed in order to process the licence.
- Please refer to Refreshment Vehicle By-law # 7512-19.
- The following Licences are valid for the calendar year and expire on December 31st each year.
- Licences are not transferable and will not be prorated.
- Please note, the processing of applications may take up to 5 business days in total.

Application – Check one

- Refreshment Vehicle – New (\$250)
- Refreshment Vehicle – Renewal (\$200)
- Refreshment Vehicle – Short Term Special Event (\$100)
This Licence is valid for one event only.
- Refreshment Vehicle – Town Tender (\$0)
Proof of documentation from Community and Marketing Services is required.
- Frozen Treat Vehicle – Non-Motor Vehicle (\$100)
- Frozen Treat Vehicle – Motor Vehicle (\$200)

Checklist

Every Licence application to operate a Refreshment Vehicle shall include:

- Refreshment Vehicle Licence Fee (cash, cheque or debit);
- A photograph of the Refreshment Vehicle;
- A copy of the Vehicle or Trailer registration, where applicable;
- If a Motor Vehicle, a valid safety standards certificate issued by a provincially authorized Motor Vehicle inspection mechanic certifying that the Motor Vehicle to which the licence application relates complies in all respects with the applicable equipment and performance standards set out in the regulations made under the Highway Traffic Act, R.S.O. 1990, c.H.18, as amended, or any successor thereto;

- Indemnification and proof of Commercial General Liability insurance in the amount of two million dollars (\$2,000,000) for the sale of prepackaged foods or five million dollars (\$5,000,000) for when raw food is being cooked, and naming the Town as an additional insured. Proof of indemnification and insurance shall be on the prescribed Town form(s);

Please select the Refreshment Vehicle's insurance policy for which this Licence applies:

- Two Million (\$2,000,000) [Prepackaged & precooked foods only]
- Five Million (\$5,000,000) [Cooking of raw food]

- Proof of Automobile Liability insurance in the amount of two million dollars (\$2,000,000), coverage against claims for bodily injury and/or property damage for all licensed Motor Vehicles and related equipment owned or leased by the Applicant;

Note: It shall be the responsibility of the Licencee to ensure that all such insurance is renewed and kept in force and effect without interruption during the term of the Licence, and evidence of such insurance renewal must be submitted to the Town upon request.

- Where required for the sale of Refreshments from the Refreshment Vehicle, a valid proof of inspection and approval in writing from the Region of Durham Health Department or other regional health department for the period of time set out in the Licence; and
- Where the Refreshment Vehicle is fitted with propane or natural gas (except for "20-pound" or smaller sized propane or natural gas tanks), a current certificate issued within thirty (30) days of the date of the Refreshment Vehicle licence application, on the prescribed TSSA form, by a provincially authorized propane or natural gas fitter, as the case may be, certifying that the Refreshment Vehicle complies with the applicable equipment and performance standards as prescribed by the Province of Ontario.

Owner/Licencee Information

Business Name: _____

Primary Phone: _____ Business Phone: _____

Email Address: _____

Last Name: _____ First Name: _____

Mailing Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Mobile Refreshment Vehicle

Stationary Refreshment Vehicle.

Stationary Operating Location: _____

Refreshment Vehicle Products

List all products products for sale and consumption:

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Description of the Vehicle

Make: _____ Model: _____ Year: _____ Colour: _____

Licence Plate: _____

I, _____ (full name) solemnly declare that:

I am the person whose name appears directly above and I have the authority to make this application on behalf of the named business

I have fully and accurately completed this application form

This application discloses all facts known to me that are relevant thereto

Signature of Town of Whitby Staff	Signature of Applicant

Personal information on this form is collected under the authority of the Municipal Act, 2001, c. 25, and will be used to determine compliance with the provisions of the Town's Licencing By-Law. This information may be forwarded to various Town Departments and the Region of Durham for comment. Questions about this collection should be directed to the Town Clerk, 575 Rossland Road East, Whitby, Ontario, L1N 2M8, 905-430-4315.

FOR OFFICE USE ONLY:

Fee: \$	Receipt #:	Town of Whitby Licence #:
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