

**Town of Whitby
Enforcement Services**

3050 Garden Street, Unit 102
Whitby, ON L1R 2G7
www.whitby.ca



Refreshment Vehicle Licence Information

General Inquiry: 905.430.4345.

- The application form must be fully completed 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.

Application – Check one

- Refreshment Vehicle – New (\$273.00).
- Refreshment Vehicle – Renewal (\$220.00).
 - Licence must be renewed prior to the expiry to receive the renewal rate.
- Refreshment Vehicle – Short Term Special Event (\$110.00).
 - 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 (\$110.00).
- Frozen Treat Vehicle – Motor Vehicle (\$220.00).
 - Refer to HTA – Highway Traffic Act.

Checklist

Every Licence application to operate a Refreshment Vehicle shall include:

- Proof of applicant's age. Applicant must be 18 years old or older;
- 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;

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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 if bodily injury and/or property damage for all licensed Motor Vehicles and related equipment owned or leased by the Applicant (if motor vehicle).

Note: It shall be the responsibility of the Licensee 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/Licensee Information

Business Name:

Primary Phone:

Business Phone:

Mailing Address:

First Name:

Last Name:

City:

Province:

Postal Code:

Email Address:

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Mobile Refreshment Vehicle
 Stationary Refreshment Vehicle.

Stationary Operating Location: _____

Refreshment Vehicle Products

List all products for sale and consumption:

Description of the Vehicle:

Make:	Model:	Year:
Colour:	Licence Plate:	

I, _____ 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; and,

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

Applicant name	
Application Date	
Applicant Signature	

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 Licensing 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.