

# City of Woodstock

## Refreshment Vehicle Application

Municipal Code 628

[Click here to read by-law](#)

OFFICE USE ONLY

Date Received

Licence #

Date Issued

Class 1 – Chip Wagon  
(\$340 per vehicle)

Class 2 – Ice Cream Cart  
(\$180 first vehicle/\$55 each additional)

Class 3 – Food Cart  
(\$180 first vehicle/\$55 each additional)

Class 4 – Mobile Lunch Wagon  
(\$340 per vehicle)

Class 5 – Food Truck  
(\$360 per vehicle)

Class 6 – Operator  
(\$30 per operator - picture required)

New Application

Renewal

### General Information

Please Print

Applicant's Name (first and last)

Business (or Corporation) Name

Home/Business Address (complete)

Home/Business Phone Number

Mailing/Billing Address (if different)

Email Address

Merchandise Being Sold

Date of Operation

Proposed Business Location

The following needs to be provided with the application:

1. **Certificate of Insurance** furnishing proof of a minimum of \$2,000,000 general liability insurance.
2. A **Criminal Records Check** (obtain at your local Police Station - valid for one year from date of issue)
  - requirement for the owner of the business and individuals operating the refreshment vehicle.
3. Vehicles, using propane or other hydrocarbon fuel for the preparation, and/or heating of food products, must provide a current **Technical Standards & Safety Authority (TSSA)** inspection certificate from a licensed gas technician.
  - Refreshment vehicles built after 2006 need TSSA Field Approval or certification label. [Please review forms.](#)
4. Current **Food Safety Inspection Report** from Southwestern Public Health showing the operation is in compliance.
5. **Details for the proposed vehicle** need to be included with the initial application:
  - a picture of the proposed refreshment vehicle; and
  - a site plan outlining the vehicle's location, parking area and setback from the street and other buildings.
6. If parked on private property **written authorization** from the property owner granting permission to use the property must be provided.

The licensee understands that:

- a) A licensee shall, while operating a mobile refreshment vehicle business as defined by this Chapter, have with him/her the licence granted to him/her for such mobile refreshment vehicle under this Chapter and shall have same available for immediate production to any peace officer or municipal by-law enforcement officer requesting same.
- b) No person shall sell or offer for sale any refreshment from a mobile refreshment vehicle located in any public park or on any street, highway or other public place adjacent to or bordering on a public park within the limits of the City without having first obtaining specific permission of the Director of Parks and Recreation.
- c) No person shall operate a mobile refreshment vehicle on a public highway in front of any window of any building which obstructs the view from such building through such window or the view from outside the building through such window to any display within the building.
- d) No person shall operate a mobile refreshment vehicle on any sidewalk or boulevard and in a manner that interferes with the normal use of a sidewalk by pedestrians.
- e) No person shall sell or offer for sale any refreshment from a mobile refreshment vehicle within the limits of the City while such mobile vehicle is located within 91.4 m (300 ft.) of any eating establishment during normal business hours of such business.
- f) No person shall operate a mobile refreshment vehicle on private property without written consent of the property owner.
- g) Mobile refreshment operators who are using a licensed vehicle as a mobile refreshment vehicle shall ensure that the mobile refreshment vehicle is parked in a legal parking space and is in compliance with the City's Traffic By-law.
- h) Every person operating a mobile refreshment vehicle for the sale of refreshments shall be responsible to insure that the mobile refreshment vehicle shall be of suitable design and operated and maintained in a safe and sanitary condition.
- i) Every licensee shall ensure that his/her mobile refreshment vehicle is equipped with:
  - i. a refuse container with a self-closing lid and such container shall be kept in a clean sanitary condition and emptied at least once daily; and
  - ii. a disposable litter container, which shall be replaced at least once daily; and such containers shall be used for the disposal of all refuse.
- j) Every person operating a mobile refreshment vehicle for the sale of refreshments shall be responsible to ensure that any person selling or offering for sale refreshments from such mobile refreshment vehicle shall:
  - i. be neat, clean and tidy;
  - ii. wear a hair net; and
  - iii. wear gloves when handling and preparing raw meat, fish, or poultry.

I hereby certify that I have read and understand the information contained in this application. I further certify that the information contained in this application is true and I agree that I will abide by all of the provisions of the City of Woodstock Municipal Code Section 628 and amendments thereto and any other applicable municipal regulations that may apply to the operation of a Refreshment Vehicle licence. The licence fee has been submitted with this application.

Signature of Applicant

*(entering your name is representative of your signature)*

Signature of Witness

*(entering your name is representative of your signature)*

Today's Date: \_\_\_\_\_

This licence is granted for one year from February 15<sup>th</sup> in the current year and expires on the 15<sup>th</sup> of February one year after issue or sooner if the licence is revoked.

Issuance of licence maybe subject to the following department approvals:

Chief Building Official  
Health Unit

City Clerk  
Police Department

Fire Department – Class 1 & 5

**Notice of Collection**

Personal information contained on this form is collected by the Corporation of Woodstock under the authority of the *Municipal Act* and will be used by the City in making decisions on this Refreshment Vehicle Licence. Questions about the collection of this information may be made to the City Clerk, 500 Dundas Street, P.O. Box 1539, Woodstock, Ontario, N4S 0A7, or by telephoning 519-539-2382 ext. 2500, during business hours.