

# 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**

(\$360 per vehicle)

## **Class 2 – Ice Cream Cart**

(\$200 first vehicle/\$60 each additional)

## **Class 3 – Food Cart**

(\$200 first vehicle/\$60 each additional)

## **Class 4 – Refreshment Cart**

(\$200 first vehicle/\$60 each additional)

## **Class 5 – Food Truck**

(\$375 per vehicle)

## **Class 6 – Lunch Vehicle**

(\$340 per vehicle)

## **Class 7 – Public Event Refreshment Vehicle**

(\$75 per event/day)

## **Class 8 – Operator Licence**

(\$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	_____
Will you be attending permitted municipal Parks? (Y/N)	_____
Will you be participating in City Festival & Special Events? (Y/N) Ex: Cowapolooza, Canada Day, etc.	_____

**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 obtained specific permission of the Director of Parks and Recreation or designate. The Director of Parks and Recreation shall establish a set of criteria that must be adhered to while operating in approved areas.
- 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 metres (300 feet) 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, provincial or federal regulations that may apply to the operation of a Refreshment Vehicle Licence. The licensing fee has been submitted with this application.

I understand that the payment of the licensing fee does not guarantee the obtaining of a licence. Issuance of a licence does not constitute consent by the City of Woodstock for the licensee to contravene, fail to observe or comply with any law of Canada or Ontario or any Chapter of this Code or by-law of the City.

Licenses are granted for one year from February 15<sup>th</sup> in the current year and expire on the 15<sup>th</sup> of February one year after issuance, or sooner if the licence is revoked. Applications must be submitted a minimum of 14-21 business days prior to the proposed start/opening date and will be delayed if all requested information and documentation is not received to the Clerks Department in a timely manner.

**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:** \_\_\_\_\_

**Issuance of a licence may be subject to the following department approvals:**

Chief Building Official  
City Clerk

Fire Department  
Police Department

Southwestern Public Health

**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.

# City of Woodstock

## Refreshment Vehicle Application

### Checklist

#### The following must be provided with the application:

1. **Certificate of Insurance** showing proof of a minimum of \$2,000,000 general liability business insurance.
  - Corporation of the City of Woodstock must be an additional insured on your policy.
2. A **Criminal Records Check (CRC)** obtained 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. A current **Technical Standards and Safety Authority (TSSA) Mobile Food Service Equipment Annual Inspection Certificate** signed and dated by a licensed gas technician (For vehicles, using propane or other hydrocarbon fuel for the preparation, and/or heating of food products)
  - For more information about Mobile Food Service Equipment TSSA requirements visit [www.tssa.org](http://www.tssa.org) and see the Factsheet on **Fuel Safety Requirements for Mobile Food Service Equipment Vendors**.
4. **Test report or photo of a tag attached to Portable Fire Extinguisher(s)** that shows inspection/test has been conducted within last twelve (12) months by a fire protection contractor.
5. If cooking with grease (grease vapours are present), **a Hood Fire Suppression System inspection/test report certificate** for test conducted within last twelve (12) months by a fire protection contractor.
6. A **Hood Cleaning Certificate** if cooking with grease and/or grease vapours are present inside a truck or a trailer that has a hood exhaust system, valid within last twelve (12) months.
7. A current **Food Safety Inspection Report** from Southwestern Public Health showing the operation is in compliance.
8. **Details of the proposed vehicle**
  - 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.
9. If parked on private property **written authorization** from the property owner granting permission to use the property must be provided.