



# Application to Licence a Refreshment Vehicle on Private Property (By-law No. 2023-0066)

99-A Advance Ave, Napanee, ON K7R 3Y5 • Tel: (613) 354-3351

<b>Licence Year:</b>	20_____
<b>Applicant Name and/or Business Name:</b>	
<b>Mailing Address:</b>	
<b>Business Address (if different from Mailing Address):</b>	
<b>Primary Contact Name:</b>	
<b>Primary Contact Phone Number &amp; Email:</b>	
<b>Name of Property Owner where Vendor is located (if different from Applicant):</b>	
<b>Zoning of lands where Mobile Vendor is situated:</b>	
<b>Vehicle Identification Number or License Plate Number:</b>	
<b>Class of Refreshment Vehicle (please check one):</b>	<input type="checkbox"/> <b>Class 1 – Cooking:</b> A vehicle equipped with facilities for cooking, selling, offering for sale, serving and/or dispensing of refreshments. Includes but is not limited to food trucks. <input type="checkbox"/> <b>Class 2 – Non-Cooking:</b> A vehicle that is designed for selling, offering for sale, serving, and/or dispensing of refreshments and/or prepackaged items, but which does not cook or heat food on site. Includes but is not limited to vehicles such as catering trucks and ice cream trucks. <input type="checkbox"/> <b>Class 3 – Motorized Street Service:</b> A mobile vehicle without cooking or heating facilities designed for selling, offering for sale, serving and/or dispensing of frozen refreshments that can move freely throughout the Town, but that can only conduct sales on public streets. Includes ice cream or frozen dessert trucks. <input type="checkbox"/> <b>Class 4 – Human Powered Street Service:</b> A manual



	powered cart that is used for selling, offering for sale, serving and/or dispensing of refreshments that can move freely throughout the Town, but that can only conduct sales on public streets. Includes but is not limited to bicycle ice cream carts.
<b>Type of Food/Products Sold:</b>	
<b>Time Period Vendor will be Operating (Month/Day-Month/Day):</b>	

**Declaration of Applicant**

I \_\_\_\_\_ declare that all statements contained within this application are true, and I have read and agree to abide by the regulations as described in Town of Greater Napanee by-law 2023-0066.

Submitted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

**Please submit the following documents with this form:**

- Application fee (**Class 1,2,3:** New - \$300, Renewal - \$150. **Class 4:** New - \$100, Renewal - \$50). \*Renewal fee only applies to renewals submitted on or before the deadline of March 31.
- Food Vendor Licence from the Southeast Health Unit (annual inspection required)
- For operators with heating elements, proof of your most recent Fire Inspection (required annually)
- For operators with gas/propane tanks, proof of compliance with Technical Standards and Safety Authority (TSSA) (required annually)
- Proof of insurance coverage in accordance with Section 4.7 of by-law 2023-0066
- Letter of consent from property owner (if different from applicant)
- Site plan showing the location of:
  - proposed customer parking, seating, signage and refuse containers;
  - setback distances from any buildings and property lines;
  - any other uses contained on the property; and
  - the routes of ingress and egress for vehicle traffic.

**Office Use Only:**

- Growth & Infrastructure approval (zoning and setbacks, etc.)
- Public Works approval (traffic flow, sight lines, etc.)
- Proof of Health Unit approval (if applicable)
- Proof of Fire Department approval (if applicable)
- Proof of TSSA approval (if applicable)
- Proof of insurance coverage in accordance with Section 4.7 of by-law 2023-0066
- Letter of consent from property owner (if different from applicant)
- Site plan outlining the requirements in Section 4.5 of by-law 2023-0066
- Licence application fee