



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

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

Licence Year:	20_____
New or Renewal Application (check one)	<input type="checkbox"/> New (I was not licenced in 2025) <input type="checkbox"/> Renewal (I was licenced in 2025)
Applicant Name:	
Business Name:	
Mailing Address:	
Business Address (if different from Mailing Address):	
Primary Contact Name:	
Primary Contact Phone Number & Email:	
Vehicle Identification Number or License Plate Number:	
<p>Refreshment Vehicles may operate at one of the designated parks in the Municipality, subject to a valid Park Permit.</p>	
Please indicate your 1st choice of location, as well as 2 backup preferences, if any. (see locations on page 6)	1st Choice: 2nd Choice: 3rd Choice:

<p>Class of Refreshment Vehicle (please check one):</p>	<p><input type="checkbox"/> Class 1 – Cooking: 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.</p> <p><input type="checkbox"/> Class 2 – Non-Cooking: 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.</p> <p><input type="checkbox"/> Class 3 – Motorized Street Service: 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.</p> <p><input type="checkbox"/> Class 4 – Human Powered Street Service: 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.</p>
<p>The Town uses a Merit-Based Scoring System to allocate Park Permits to applicants. Please refer to Schedule “D” of By-law 2023-0066, as amended, to view the Rubric.</p>	
<p>Provide details on your menu. You can include details about cuisine type, any healthy options, country of origins of specific items, whether you offer options for various diets, utilize different cooking methods, or if your menu changes on a regular basis.</p>	
<p>Are you using heating elements?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Are you using gas/propane tanks?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

<p>Does your business provide local food options, or locally made or sourced items?</p> <p>If yes, provide % of menu items that are local/locally sourced and any other details.</p>	<p><input type="checkbox"/> Yes (if yes, provide details):</p> <hr/> <hr/> <hr/> <p><input type="checkbox"/> No</p>
<p>Does your business practice sustainability and environmental contributions? (ex. Use biodegradable and/or compostable items made from renewable sources)</p>	<p><input type="checkbox"/> Yes (If yes, provide details):</p> <hr/> <hr/> <hr/> <p><input type="checkbox"/> No</p>
<p>Please outline your plans to acknowledge and accommodate the requirements of AODA (ex. accessible picnic tables, offering accessible menus (large print, digital), providing assistance with ordering, or ensuring an accessible waiting area)</p>	<hr/> <hr/> <hr/> <hr/>
<p>If you are selling food items, have you been in contact with the Southeast Health Unit?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Not selling food items</p>

Is your business local to the Town of Greater Napanee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please select the permit you require (with utilities or without utilities):	<input type="checkbox"/> Utilities <input type="checkbox"/> No Utilities

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, as amended.

Submitted this _____ day of _____ 20_____.

Signature of Applicant

Please submit the following documents with this form:

- Licence fee and Park Permit fee
- Copy of most recent inspection report from the Southeast Health Unit
- For operators with gas/propane tanks, proof of compliance/approval with Technical Standards and Safety Authority (TSSA) (required annually)
- Proof of insurance coverage in accordance with Section 4.7 of By-law 2023-0066.
- Site plan showing the location of:
 - proposed customer parking, seating, signage, portable toilets (if applicable) 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.

***Note:** Applicants wishing to operate at Gap Park will be required to receive a Building and Land Use permit from the MTO. Any signage also requires a permit. Both permits can be applied for here: www.hcms.mto.gov.on.ca. The permit will need to be submitted to the Town before a Park Permit is granted.

Fee Structure

Park Permit	New Licence	Annual Renewal Licence
Mobile Vendor Leased Stall - no electricity Annually \$600.00 or Monthly \$150.00	Class 1, 2 & 3 Refreshment Vehicles \$300.00	Class 1, 2,& 3 Refreshment Vehicles \$150.00
Mobile Vendor Leased Stall - with electricity Annually \$800.00 or Monthly \$200.00	Class 4 Refreshment Vehicles \$100.00	Class 4 Refreshment Vehicles \$50.00

Note: A Licence fee is required for all refreshment vehicles within Greater Napanee. A Park Permit fee is also required for refreshment vehicles located on Town property.

Note: Renewal fee is only available if the complete renewal application is submitted before March 1. If renewal application is submitted after this deadline, the “new licence” fee applies.

Park Permit Locations

Park	Electrical Access	Water Access
Springside Park (near skate park along HWY 2)	Yes	No
Conservation Park	Yes	No
Gap Park	No	No
Selby Park	No	No
Roblin Park	No	No
South Fredericksburgh Park	No	No
North Fredericksburgh Park	No	No

Note: Other locations may be considered based on request.

At Council's discretion, electrical services may be extended to any Park Permit Location on such terms and conditions as Council deems appropriate for the specific circumstances. As a general rule, the cost to extend services shall be borne by the Permit Holder, unless Council determines that there is a broader community benefit to the service extension that would justify a municipal contribution toward costs.