



**By-law Enforcement Department
Town of Huntsville
37 Main Street East
Huntsville ON P1H 1A1
705-789-1751 1-888-696-4255 Fax 705-789-6689 www.huntsville.ca**

REFRESHMENT VEHICLE – LICENCE APPLICATION

Catering Truck Chip Wagon Food Cart Ice Cream Cart

Name of Applicant: (If a Limited Company or Partnership provide names of all principal officers)

Mailing Address of Applicant: _____

Contact Telephone Number of Applicant: _____ Cell: _____

Telephone: _____ Fax: _____

Name of Establishment: _____

Address of Establishment: _____

NOTE: LICENCE IS VALID JANUARY 1ST TO DECEMBER 31ST OF THE APPLICATION YEAR
(Priority will be given to previous year's applicants if filed on or before March 15th.)

REFRESHMENT VEHICLE FEES

| | |
|----------------------------------------------------------------------------------------|------------|
| Refreshment Vehicle (under 10 square meters) | \$ 525.00 |
| Refreshment Vehicles (retail sales area 10 square metres). | \$1,050.00 |
| Each additional retail sales area of 10 square metres to a maximum of 40 square metres | \$1,050.00 |

| | | |
|------------------------------------------------------------|--|------------------------------------------------------------|
| CRIMINAL BACKGROUND CHECK | | |
| Health Unit Inspection | | RENTAL AGREEMENT (if applicable) |
| Valid Insurance Certificate (Five Million Dollars) | | SITE DRAWING – see page 3 |
| Mobile Vehicles – Valid Vehicle Insurance | | FIRE COMPLIANCE (if required) |
| Mobile Vehicles – Current Vehicle Registration | | ZONING COMPLIANCE |
| Vehicle Safety Certificate – if applicable | | BUILDING COMPLIANCE including signage (if required) |
| CERTIFICATE OF HYDRO INSPECTION (ESA) If applicable | | CERTIFICATE OF PROPANE INSPECTION (IF APPLICABLE) |

I/We hereby agree and understand the terms and conditions set out in By-law 2009-94 and any amending by-laws and will comply therewith and I understand that any non-compliance will result in the revoking of my licence without refund.

The undersigned certifies that the statements herein contained in the said application are true and made with a full knowledge of the circumstances connected with the same, and acknowledge that I/We have read the declaration and notice contained below.

The undersigned agrees that the issue of a licence will be subject to approvals from such municipal or provincial departments or agencies as the Business Licensing Officer deems necessary. The issuance of a licence is not intended and shall not be construed as permission or consent by the Corporation or the holder of the licence to contravene or fail to observe or comply with any law of Canada or Ontario or any by-law of the Corporation.

Any business licence application that has not received approvals from all municipal or provincial departments or agencies as the Business Licensing Officer deems necessary within 90 days from the date of filing the application, due to the applicant's inability to comply with requirements to become licenced, shall be deemed to be refused.

Personal information contained on this form is collected under the authority of the Municipal Act, 2001 and will be used, maintained and disclosed in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used by the Corporation of the Town of Huntsville in determining the suitability for licensing.

Information submitted by applicants may be shared with officials, agencies and departments of the Corporation of the Town of Huntsville who are assisting the Business Licensing Officer.

Contact the Clerk's Department, 37 Main St. E., Huntsville ON P1H 1A1 (705) 789-1751 Ext. 2237 for information regarding the collection and disclosure of information.

I/We acknowledge that employees of the Corporation of the Town of Huntsville may enter the subject premises during hours of normal operation in order to conduct inspections and monitor facility operations to verify compliance with by-laws and regulations.

I/We also acknowledge that we have read and understand the Notice under the Municipal Freedom of Information and Protection of Privacy Act and consent to the indirect collection of personal information as described in the notice.

Signature of Applicant: _____ **Date:** _____

Business Licensing Officer: _____ **Date:** _____

SITE DRAWING CHECKLIST

| The following items must be submitted with the application: | Office Use Only: | | | Office Use Only: |
|---------------------------------------------------------------------------|------------------|-----------------------------------------------------------|--|------------------|
| SITE DRAWINGS TO SCALE | | Number of Signs Totaling 3 meters squared | | |
| Coloured photographs of all four sides of a semi-permanent/vehicle | | Number of Refuse Containers with Self Closing Lids | | |
| Photographs of all signage | | Number of Recycling Containers | | |

Site Drawing Guidelines for Refreshment Vehicle Locations

- Located on a privately owned lot with commercial or industrial zoning and in compliance with all applicable zone provisions
- Located on lands not allocated for other use by an approved site plan under the Planning Act
- Maximum licensed area including all appurtenances not to exceed 40 m²
- Maximum grade of licensed area 3%
- Structure / Vehicle should be attractive, well designed and with architectural appealing (not utilitarian)
- Structure / Vehicle should be incorporated with subtle earth tones
- Trailers or Chip Wagons must be aesthetically screened
- Signage not to exceed 3m² in total and scaled to appropriate size in context of the structure
- No day glo, sandwich boards or signage pertaining to anything other than business advertising shall be permitted
- Refuse and “back of house items” to be well screened
- Location not permitted on Right of Ways

Scaled drawings shall include:

- Proposed location, height, dimensions, distances and uses of all structures / vehicle
- Retaining walls, fences, vegetation
- Storage and collection areas for refuse
- Elevation
- Parking
- Traffic Patterns
- Signage
- Electrical / Plumbing services