



## Refreshment Vehicle Application Form

The application must be completed in full and all documents must be included with the application. The application must be submitted at least 3 weeks prior to commencing business or event date. For information or assistance completing this form, please contact the Licensing Officer at 519-669-6004.

**Note:** Completion of this application does not guarantee final approval of the application.

Section One: Classifications	
<input type="checkbox"/>	Food Truck
<input type="checkbox"/>	Food/Hot Dog Cart
<input type="checkbox"/>	Bicycle Cart
<input type="checkbox"/>	Other (Please Specify) _____

Section Two: Fee & Method of Payment	
Fee: _____	<input type="checkbox"/> Cash <input type="checkbox"/> Debit <input type="checkbox"/> Cheque (Payable to Township of Woolwich)

Section Three: Type of Licence	
<input type="checkbox"/>	New Licence
<input type="checkbox"/>	Renewal
<input type="checkbox"/>	Temporary
<input type="checkbox"/>	Permanent

Section Four: Applicant Information	
Full Name(s):	
Applicant Address:	
Municipality:	Postal Code:
Phone:	Email:

Section Five: Business Information	
Business Name:	
Business Location:	
Municipality:	Postal Code:
Phone:	Email:
Owner of Property where located (if applicant is not the owner of the property):	

Section Six: Vehicle Description	
Colour:	Ontario License Plate #:
Year:	Make/Model:
VIN/Serial Number:	Max. Dimension of Vehicle:
Vehicle Registration/Plate Number:	



<b>Section Seven: Operation</b>
Date(s) of Operation:
Hours of Operation (from – to –):

Please attach the following documents with the Application Form:

- A recent Photograph of Vehicle (Interior and Exterior)
- Menu to be sold from the Vehicle
- Property Use Permission Letter from the Property Owner (if applicable)
- Site plan of Location (where vehicle is situated on the property)
- List of Employees (Names and Phone Numbers) operating the Vehicle
- Copy of Certificate of Insurance (Minimum \$2,000,000.00 Public Liability)
- Propane/Natural Gas Certificate
- Proof of Annual Fire Inspection
- Township of Woolwich Fire Inspection Checklist
- Copy of Ownership and Automobile Liability Insurance
- Region of Waterloo Public Health Approval/Inspection Form
- Technical Standards and Safety Authority Certificate and Inspection Form
- Copy of Drivers Licence
- Copy of Master Business Licence (if Applicable)
- Sole Proprietor: Copy of Government issued Identification
- Partnership: Copy of Government issued Identification for all partners
- Registered Partnership: Copy of the Registered Declaration of Partnership and any changes or corrections (Attach full names and addresses of all partners)

**Note:** Personal Information on this form is collected under the authority of the *Municipal Act, 2001, c. 25*, and will be used to determine compliance with the provisions of the Township's Licensing By-law. This information may be forwarded to various Township Departments and the Region of Waterloo for comment. Questions about this collection should be directed to the Township Clerk, 24 Church Street West, Elmira, ON, N3B 2Z6, at [vhummel@woolwich.ca](mailto:vhummel@woolwich.ca) or



The undersigned hereby applies for a licence as described, and agrees to comply with all Municipal By-laws and Regulations and all other application requirements. The applicant hereby acknowledges that the Township of Woolwich, in processing the application, may make such inquiry and searches as it deems appropriate and the applicant hereby authorizes the release of all police and other records and information at this or at any time by any person to Township Council, provided such information is received and discussed “in camera” and otherwise remains confidential, unless the applicant requests otherwise in writing. The applicant understands that if requested by the Police, records and information will remain confidential.

In consideration of the issuance of the licence which is the subject matter of this application, the undersigned (joint and severally, if more than one) covenants and agrees to indemnify and save harmless the Township, its officers, employees, servants, agents, contractors and assigns, with respect to any and all actions, causes of actions, claims, demands, proceedings, cost damages and expenses howsoever arising either directly or indirectly for the issuance of such licence and the carrying on of the business project or other activity for which the licence is issued.

In the matter of the Township of Woolwich Licensing By-law and amendments thereto, for regulating the issuance, renewal and approval of licences in the Township of Woolwich, in the Regional Municipality of Waterloo.

**Section Eight: Signature**

I/We, the applicant(s), hereby acknowledge and declare that:

- The statements, information and documents contained in this application, are true;
- I/We agree to observe and comply with all requirements of the By-law which pertain to the licence for which I/We have made an application;
- I am 18 years of age or older;
- I/We have been authorized by the business owner, listed in this application, to apply for a Business Licence on their behalf.

And I made this solemn declaration consciously believing it to be true, and knowing that it is of the same force and effect as is made under oath and by virtue of “*The Canadian Evidence Act.*”

Applicant Name (Please Print)	Signature	Date