

SUBMISSION INSTRUCTIONS: Your completed application form, fee, and all necessary supporting documentation shall be submitted to the Municipal Law Enforcement Division, 2611 Trulls Road, Courtice, ON L1E 2N3.

For further information regarding this application process contact the Municipal Clerk's Department at 905-623-3379 ext. 2150.

DEFINITION: Stationary refreshment vehicle means a vehicle which may contain cooking facilities and must be parked or placed in a specific location in order to operate; although the vehicle may be moved at the end of the work day, or to various different locations on a daily basis, provided the locations are part of a predetermined, preapproved and scheduled rotation, it cannot readily and quickly close down and relocate on short notice.

Part 1 –Applicant / Contact Information

Applicant Type

New Renewal

Contact Information for Individuals

(if more than 2 owners attach a list of full contact details for additional owners)

Applicant 1

Name	Telephone (Home)	Telephone (Cell)
Address	City, Province	Postal Code
Email		

Applicant 2

Name	Telephone (Home)	Telephone (Cell)
Address	City, Province	Postal Code
Email		

Business Information

Corporate Name

Vehicle Information	Year/Make	Colour
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Is food being prepared in vehicle? Yes No

If yes, provide details

Proposed Location of Refreshment Vehicle

Part 2 – Application Supporting Documentation

The applicant must submit the following documents. **All documents must be current within the last 30 days.**

Item	Needed	Date Received
Health Protection - Written confirmation that all of the requirements of the <i>Health Protection and Promotions Act</i> , R.S.O. 1990, c.H7, have been met to the satisfaction of the Durham Region Health Department		
Liability Insurance – Listing the Municipality of Clarington as third party insured for at least \$2,000,000.		
Propane Certification – TSSA approved certification completed within the last 30 days.		
Fire Safety Plan - Written confirmation that the plan is satisfactory to the Director of Emergency & Fire Services.		
Property Authorization Letter – Written authorization from the property owner authorizing the use of the property.		
<p>Corporate Information – For a business that is incorporated under the Ministry of Government Services the applicant shall provide a copy of the Articles of Incorporation, listing all officers and directors of the corporation.</p> <p>Non-incorporated businesses and sole proprietorships shall provide proof of business registration.</p>		
Vehicle Insurance Form		
Vehicle Ownership		
Site Map - Detailed diagram of the property specifically outlining the vehicle location.		

Part 3 – Acknowledgement of Conditions

The undersigned applicant agrees to the following conditions:

- (a) The location, where the vehicle will be parked while conducting business, must be an approved commercially zoned property.
- (b) The owner of the property, on which the vehicle is to be located, must issue a letter authorizing the use of the property for a specific period of time.
- (c) A change of location will require prior approval and compliance with Items (a) and (b) as set out above.
- (d) The permit holder shall indemnify and save harmless the Municipality, its officers, employees and agents from and against all manner of actions, causes of action, claims, demands, losses and costs (collectively, "Claims") that may arise, be sustained, or prosecuted against the Municipality for or by reason of the granting of the permit or the performance of the permit holder under the permit (save and except Claims relating to Municipal negligence).

I certify that I have read and completed this entire application form and am fully aware of its terms and conditions and of my obligations created by it. I certify that I am 18 years of age or older.

Applicant	Date
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Personal information provided with this application is collected under the authority of the *Municipal Act* and will be used for the purpose of making a determination on the application and maintaining a business record upon acceptance. Questions concerning this collection may be addressed to the Municipal Clerk at 905-623-3379, 40 Temperance Street, Bowmanville, ON L1C 3A6.

Part 4 – Office Approval

Approved By:	Date
Issued By:	Licence #