



Refreshment Vehicle Checklist – Special Event

Licensed in Ontario

Required Documents	Description of Required Document	Submitted
Application Fee	An application fee as prescribed in the Municipality of Clarington’s Fee By-law, By-law 2026-057 Schedule “B”.	
Proof of insurance	A Certificate of Insurance (COI) identifying the Municipality of Clarington as third-party liability insured for a minimum of \$2,000,000 (two million dollars). The following address shall be noted on the COI: Municipality of Clarington 40 Temperance Street Bowmanville, ON L1C 3A6	
Health Department	Proof of inspection and approval from Durham Region Health Department or Regional Health Department where currently licensed.	
TSSA and Suppression Inspection	1. The Technical Standards and Safety Authority Initial Vehicle Inspection Report; TSSA – within 30 days of application.	A)
	2. Where there are cooking appliances that produce grease laden vapor, verification that the vehicle is protected by an approved fixed fire protection system; Suppression inspection within 30 days of application.	B)
	3. Annual inspection to be completed by Clarington Emergency and Fire Services, Department for a fixed fire suppression system, if any; EFS Inspection fee as prescribed in the Municipality of Clarington’s Fee By-law, By-law 2026-057 Schedule “B”.	C)
Vehicle Documentation	Ownership of trailer or truck	
Corporate Information	From the provincial government stating you are a business and currently registered with them.	
Proof of Participation	Written permission from the organizer that you are participating in the event	
Proof Of Licence	Current Licence from another city or municipality	
Picture of Truck/Trailer	Upload a current photo of your Refreshment Vehicle.	