



THE CORPORATION OF THE TOWN OF OAKVILLE
1225 Trafalgar Road
Oakville Ontario, L6H 0H3
Telephone: 905-845-6601 Fax: 905-815-6077

2020 APPLICATION TO LICENCE A REFRESHMENT VEHICLE OWNER

FEE:

- Class A-Motorized Vehicle \$264.00 per vehicle**(non-refundable, non-transferable, not pro-rated)
- Class B-Non-Motorized \$196.00 per vehicle** (non-refundable, non-transferable, not pro-rated)
- Class C-Ice Cream Bicycle \$196.00 per vehicle** (non-refundable, non-transferable, not pro-rated)

Renewal Date: January 31 every year

The following must be fully completed and submitted along with all required documents and the applicable fee.

Applications must be submitted in person at Enforcement Services, Town of Oakville, 1225 Trafalgar Road,

BUSINESS:

NAME: _____

BUSINESS OWNER: _____

ADDRESS: _____ UNIT: _____ CITY/TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

CORPORATE NUMBER: _____ Sole Proprietor: _____ Partnership: _____

BUSINESS OWNER:

NAME: _____

ADDRESS: _____ UNIT: _____ CITY/TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

The following documents must be included with this application.

• **Class A: (Motorized)**

- Annual propane certificate
- A description of the food/goods to be sold (all)
- If other than a sole proprietorship, a copy of the incorporating documents
- If partnership, list of names and address for each partner.
- Approval from the Region of Halton Health Unit, contact 905-825-6000.
- Vehicle ownership showing vehicle is licensed as a commercial vehicle.
- Certificate of Public Liability Insurance in the amount of two million dollars (\$2,000,000). The Town of Oakville and address **must** appear on the certificate as either "**Additional Insured**" or "**Certificate Holder**" in order to provide the Town at least ten days' notice in writing prior to cancellation, expiration or change of policy.
- A current Safety Standards Certificate (HTA Safety Check)
- Original Canadian Criminal Reference Check issued by an accredited Canadian Police Service, no more than 30 days old at the time of the licence application.
- A copy of a current valid Ontario standard automobile insurance policy. (Vehicle Insurance Slips)

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OFFICE USE ONLY: Class 'A'

Total Fees: _____ Receipt No. _____ Licence. _____

Corp. Doc. _____ Insurance: _____ Ownership: _____ Health: _____ Safety: _____ Police Check _____

Propane: _____ Plate # _____ Food Description: _____ Date Issued: _____

• **Class B: (Non-Motorized)**

- Annual propane certificate, (if required)
- A description of the food/goods to be sold (all)
- If other than a sole proprietorship, a copy of the incorporating documents
- If partnership, a list of names and address for each partner.
- Approval from the Region of Halton Health Unit, contact 905-825-6000
- Zoning Occupancy Certificate obtained from Building Services. (if required) Contact zoningrequests@oakville.ca
- Certificate of Public Liability Insurance in the amount of two million dollars (\$2,000,000). The Town of Oakville and address **must** appear on the certificate as either “**Additional Insured**” or “**Certificate Holder**” in order to provide the Town at least ten days’ notice in writing prior to cancellation, expiration or change of policy.
- Original Canadian Criminal Reference Check issued by an accredited Canadian Police Service, no more than 30 days old at the time of the licence application.

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OFFICE USE ONLY: Class ‘B’

Total Fees: _____ Receipt No. _____ Zoning: _____ Licence: _____
 Corp. Doc. _____ Insurance: _____ Ownership: _____ Health: _____ Police Check _____
 Propane: _____ Plate # _____ Food Description: _____ Date Issued: _____

• **Class C: (ice cream bicycle)**

- A description of the food/goods to be sold (all)
- If other than a sole proprietorship, a copy of the incorporating documents
- If partnership, a list of names and address for each partner.
- Approval from the Region of Halton Health Unit, contact 905-825-6000.
- Certificate of Public Liability Insurance in the amount of two million dollars (\$2,000,000). The Town of Oakville and address **must** appear on the certificate as either “**Additional Insured**” or “**Certificate Holder**” in order to provide the Town at least ten days’ notice in writing prior to cancellation, expiration or change of policy.
- Original Canadian Criminal Reference Check issued by an accredited Canadian Police Service, no more than 30 days old at the time of the licence application.
- List of Employees

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OFFICE USE ONLY: Class ‘B’

Total Fees: _____ Receipt No. _____ Licence: _____
 Corp Doc. _____ Insurance: _____ Food Description: _____ Health: _____ Police Check: _____ Date Issued: _____

Please be advised:

- Incomplete applications will not be accepted and will be returned.
- It is an offence to operate a business without a licence and charges may be laid without additional notice.

I hereby declare that I will comply with the provisions of all by-laws pertaining to the licence for which I am applying.

_____ Signature

_____ Date

Note: Personal information on this form is collected under the authority of the *Municipal Act* and the Town of Oakville Licensing By-law and will be used for business licensing and regulating. Questions about this collection should be directed to Municipal Enforcement Services, 1225 Trafalgar Road, Oakville, Ontario, L6H 0H3, telephone, 905-845-6601.