



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 – SPECIAL EVENT

FEE: \$188.00 – PER EVENT (non-refundable, non-transferable)

The following must be fully completed and applications may be submitted as follows:

- * By E-mail to service@oakville.ca
- * Drop box delivery, Enforcement Services, 1225 Trafalgar Road
- * By Mail/Courier, Enforcement Services, 1225 Trafalgar Road, Oakville, ON L6H 0H3

Special Event Title: _____

BUSINESS:

NAME: _____

BUSINESS OWNER: _____

ADDRESS: _____ UNIT: _____ CITY/TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

CORPORATE NUMBER: _____ Sole Proprietor: _____ Partnership: _____

APPLICANT:

NAME: _____

ADDRESS: _____ UNIT: _____ CITY/TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

The following documents must be included with this application.

- If a corporation, provide a copy of the incorporating documents and corporate number.
- If partnership, provide list of names, date of birth and address for each partner.
- 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.
- Confirmation of approval in writing, indicating no objections to participation in the special event from the Medical Officer of Health for the Region of Halton. To obtain your confirmation, please contact your Event Organizer. Health inspections will be conducted on the day of the event.
- A current Safety Standards Certificate (HTA Safety Check).
- Current valid Ontario standard automobile insurance policy. (Vehicle Insurance Slips)
- The vehicle ownership showing vehicle is licensed as a commercial vehicle.
- Current propane certificate within 30 days of application
- On a separate sheet provide details of the special event outlining the date, time and location of the event.

Please be advised:

- Incomplete applications will not be processed.
- 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

Once your application is completed, please send the full package by email to service@oakville.ca. An email with payment instructions will be sent upon receipt of a complete application by Enforcement Services.

Completed applications with payment by cheque will also continue to be accepted by mail to:
Municipal Enforcement Services, 1225 Trafalgar Road, Oakville, ON L6H 0H3

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.