



REFRESHMENT VEHICLE MUNICIPAL LICENCE APPLICATION

THE APPLICATION PROCESS

This package contains the necessary application to apply for the **Refreshment Vehicle Owner or Driver licence** in the City of Vaughan (the City). To apply, persons must submit a completed application and pay the applicable fee as listed at vaughan.ca/BusinessLicensing as per the Business Licensing By-law posted in the [By-law Library](#). For more information, contact us:

By-law and Compliance, Licensing and Permit Services Department, City of Vaughan

Vaughan City Hall, 2141 Major Mackenzie Dr., 1st floor, Vaughan, ON, L6A 1T1

Phone: 905-832-2281 | Email: bylaw.licensing@vaughan.ca

Website: vaughan.ca/BusinessLicensing

Hours: Monday to Friday, 8:30 am to 4:30 pm, except for statutory holidays

How to apply

Applicants and licensees have four options for submitting new or renewal licence applications:

1. **Licensing Portal** where you can apply online for and renew many licences, posted at vaughan.ca/BusinessLicensing. Note, you will not be required to complete this form if you apply using the portal.
2. **Mail** to the By-law and Compliance, Licensing and Permit Services Department.
3. **Drop off** to drop-boxes located at the entrances of Vaughan City Hall, with the enveloped marked, “Attn: By-law and Compliance, Licensing and Permit Services”.
4. **By e-mail** to bylaw.licensing@vaughan.ca, along with scanned copies of required documentation, and an e-mail indicating a contact phone number for staff to collect payment.

Who can submit the application and appoint an authorized agent

As per the table below, the following persons can submit an application. Note that an “authorized agent” may submit the application, provided that the person is given authorization through this application or [separate submission](#) of the Authorized Agent Form at vaughan.ca/BusinessLicensing.

Applicant	Persons who may:
	1. submit the application; and 2. who have the authority to appoint an authorized agent through submission of this form or the Authorized Agent Form
Sole proprietorship	The sole proprietor
Partnership	A partner
Corporation	An officer or director

THE APPLICATION

Section 1 – Licence type

There are different types of refreshment vehicle licences required in the City, depending on the type of vehicle and for how long the licence or permit is needed:

1. an **Owner or Driver Licence**, which lasts one year, which can be renewed annually; or
2. a **Temporary Licence** for a vehicle which can last up to 30 business days, such as if the regular vehicle is being repaired and another is being used as a substitute;
3. a **Refreshment Vehicle Event Licence** for refreshment vehicles that are not licensed in Vaughan, however, have been invited to operate at an event.

See the [Licensing By-law](#) for more information. Please indicate which licence(s) you are applying for.

I am applying for the following licence(s):

Refreshment Vehicle Owner Licence (one-year licence)

- ☐ Type 1 Owner - catering/ice cream truck
- ☐ Type 2 Owner - hot dog cart
- ☐ Type 3 Owner - push cart

Refreshment Vehicle Driver Licence (one-year licence)

- ☐ Type 1 Driver - catering/ice cream truck
- ☐ Type 2 Driver - hot dog cart
- ☐ Type 3 Driver - push cart

Refreshment Vehicle Temporary Licence (to replace your regular licensed vehicle for up to a maximum of **30 days, such as if repairs are needed**)

If applying for this licence type, you must indicate the proposed date range, e.g., 20sep2021 to 25sep2021.

Type of temporary licence	Dates for which you would like the temporary licence		What is your regular licence number?
	Start date	End date	
☐ Type 1 - catering/ice cream truck			
☐ Type 2 - hot dog cart			
☐ Type 3 - push cart			

Refreshment Vehicle Event Licence

- ☐ Refreshment Vehicle Event licence to operate at:
 - ☐ an event with City of Vaughan Special Event permit number _____
 - ☐ a private event on private property that does not require a City of Vaughan permit, organized by _____
 - ☐ an event organized by the City of Vaughan Councillor _____
 - ☐ an event organized by York Region by _____
 - ☐ an event organized by the Province of Ontario agency _____
 - ☐ an event organized by the Government of Canada agency _____
 - ☐ an event organized by the public agency _____

Section 2 – Applicant information

Please complete this mandatory section.

Registered business name (as per Articles of Incorporation or Master Business Licence)		Type of applicant ☐ Sole proprietor ☐ Partnership ☐ Corporation
Operating business name (if different than registered business name)		
Name (first and last name of the sole proprietor in a sole proprietorship, a partner in a partnership or a duly authorized director or officer in a corporation)		
Address (street no, street name)		Unit
Municipality		Province
Country		Postal code/ zip code
Email address	Telephone number	

Section 3 – Authorized Agent

This section should be completed if the applicant would like to appoint an agent to act on behalf on a business licence or permit applicant(s) or licensee(s).

Name of authorized agent (first name, last name)	
Business telephone number	Email address

What will the Authorized Agent do on behalf of the applicant?

Select all activities that apply.

- ☐ Apply for a business licence or permit, including payment
- ☐ Renew a business licence or permit, including payment
- ☐ Make and respond to inquiries with respect to the licence, permit or application
- ☐ Update information with respect to the licence, permit or application
- ☐ Cancel the licence, permit or application
- ☐ Other, as described here:

Section 4 – Vehicle information

If you are applying for a licence for a Type 1 vehicle, such as a catering, ice cream, or other type of motorized food truck, complete this mandatory section with respect to the vehicle in which you intend to do business.

Make	Model	Year
V.I.N.		Provincial Plate
Is your vehicle powered by propane? ☐ Yes ☐ No		

Section 5 – Licences from other municipalities

If you are applying for a Refreshment Vehicle Special Event licence, below, list any refreshment vehicle licences held with other municipalities with equivalent standards, including for the vehicle **owner(s) and/or driver(s)**.

Municipality	Licence name	Licence expiry date (dd/mm/yy)
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Section 6 – Required information and documents

The following information and documentation must be submitted with your application.

Item	Description
Check the box below to indicate you have included the item.	The description is based on the Licensing By-law, as amended, as listed at www.vaughan.ca/bylaw in the By-law Library.
Required for Type 1 owner – catering/ice cream truck (one-year licence)	
☐ Canadian Government-Issued Identification	Canadian government-issued identification which demonstrates the applicant is at least 18 years of age and eligible to work in Canada; this is required for all directors and officers in a corporation, partners in a partnership and sole proprietors. This may be one or several pieces of identification.
☐ Photo of applicant	A digital or printed photo of the applicant, which may be a passport photo or taken by yourself. If the applicant is: • a sole proprietor, the photo must be of that person; • a corporation, the photo(s) must be of at least one director; or • a partnership, the photo(s) must be of at least one partner.
☐ Business Registration Documents	Business Registration Documents (e.g., Master Business Licence, Certificate of Registration, franchise agreement, partnership agreement, or articles of incorporation; if the business' legal and operating name are different, both the Master Business Licence and Articles of Incorporation are required)

☐ Ontario “G” class driver’s licence	For more information about how to obtain a driver’s licence from the Province of Ontario, visit https://www.ontario.ca/page/drivers-licence .
☐ Proof of Insurance	Proof of insurance of at least \$2,000,000 on the City's standard Certificate of Insurance , linked to vaughan.ca/BusinessLicensing .
☐ Propane inspection certificate	If the refreshment vehicle is powered by propane, then a certificate must be provided from an authorized propane inspection station which advises of sufficient mechanical fitness.
☐ Vehicle Ownership	Ownership certificate of vehicle
☐ Certificate of Compliance from the Medical Officer of Health	A certificate from the Medical Officer of Health indicating that the Refreshment Vehicle complies with all regulations regarding food served from vehicles, if the vehicle has not been previously licensed as a Refreshment Vehicle by the City of Vaughan.
☐ Statement of Driver Record from the Province of Ontario	The Driver Record must have been issued within the previous 90 days. For more information about how to obtain a record from the Province of Ontario, visit https://www.ontario.ca/page/get-driving-record .
☐ Authorized Agent Identification (if applicable)	If the applicant would like to appoint an Authorized Agent, Section 3 must be completed and one piece of Canadian government-issued photo identification for the Authorized Agent must be submitted which demonstrates the agent is at least 18 years old.
Required for Type 1 driver – catering/ice cream truck (one-year licence)	
☐ Canadian Government-Issued Identification	Canadian government-issued identification which demonstrates the applicant is at least 18 years of age and eligible to work in Canada; this is required for all directors and officers in a corporation, partners in a partnership and sole proprietors. This may be one or several pieces of identification.
☐ Photo of applicant	A digital or printed photo of the applicant, which may be a passport photo or one taken by yourself.
☐ Ontario “G” class driver’s licence	For more information about how to obtain a driver’s licence from the Province of Ontario, visit https://www.ontario.ca/page/drivers-licence .
☐ Statement of Driver Record from the Province of Ontario	The Driver Record must have been issued within the previous 90 days. For more information about how to obtain a record from the Province of Ontario, visit https://www.ontario.ca/page/get-driving-record .
☐ Food Handler Certificate	For more information about how to obtain a Food Handler Certificate from the Province of Ontario, visit https://www.health.gov.on.ca/en/pro/programs/publichealth/enviro/ .
☐ Authorized Agent Identification (if applicable)	If the applicant would like to appoint an Authorized Agent, Section 3 must be completed and one piece of Canadian government-issued photo identification for the Authorized Agent must be submitted which demonstrates the agent is at least 18 years old.
Required for Type 2 Owner – hot dog cart or Type 3 Owner – push cart (one-year licence)	
☐ Canadian Government-Issued Identification	Canadian government-issued identification which demonstrates the applicant is at least 18 years of age and eligible to work in Canada; this is required for all directors and officers in a corporation, partners in a partnership and sole proprietors. This may be one or several pieces of identification.
☐ Photo of applicant	A digital or printed photo of the applicant, which may be a passport photo or taken by yourself. If the applicant is: • a sole proprietor, the photo must be of that person;

	• a corporation, the photo(s) must be of at least one director; or • a partnership, the photo(s) must be of at least one partner.
☐ Business Registration Documents	Business Registration Documents (e.g., Master Business Licence, franchise agreement, partnership agreement, or articles of incorporation; if the business' legal and operating name are different, both the Master Business Licence and Articles of Incorporation are required)
☐ Proof of Insurance	Proof of insurance of at least \$2,000,000 on the City's standard Certificate of Insurance , linked to vaughan.ca/BusinessLicensing .
☐ Vehicle Ownership	Ownership certificate of vehicle
☐ Certificate of Compliance from the Medical Officer of Health	A certificate from the Medical Officer of Health indicating that the Refreshment Vehicle complies with all regulations regarding food served from vehicles, if the vehicle has not been previously licensed as a Refreshment Vehicle by the City of Vaughan.
☐ Authorized Agent Identification (if applicable)	If the applicant would like to appoint an Authorized Agent, Section 3 must be completed and one piece of Canadian government-issued photo identification for the Authorized Agent must be submitted which demonstrates the agent is at least 18 years old.
Required for Type 2 Driver – hot dog cart or Type 3 Driver – push cart (one-year licence)	
☐ Canadian Government-Issued Identification	Canadian government-issued identification which demonstrates the applicant is at least 18 years of age and eligible to work in Canada; this is required for all directors and officers in a corporation, partners in a partnership and sole proprietors. This may be one or several pieces of identification.
☐ Photo of applicant	A digital or printed photo of the applicant, which may be a passport photo or one taken by yourself.
☐ Food Handler Certificate	For more information about how to obtain a Food Handler Certificate from the Province of Ontario, visit https://www.health.gov.on.ca/en/pro/programs/publichealth/enviro/ .
☐ Authorized Agent Identification (if applicable)	If the applicant would like to appoint an Authorized Agent, Section 3 must be completed and one piece of Canadian government-issued photo identification for the Authorized Agent must be submitted which demonstrates the agent is at least 18 years old.
Required for Refreshment Vehicle Temporary Licence	
☐ Canadian Government-Issued Identification	Canadian government-issued identification which demonstrates the applicant is at least 18 years of age and eligible to work in Canada; this is required for all directors and officers in a corporation, partners in a partnership and sole proprietors. This may be one or several pieces of identification.
☐ Photo of applicant	A digital or printed photo of the applicant, which may be a passport photo or taken by yourself. If the applicant is: • a sole proprietor, the photo must be of that person; • a corporation, the photo(s) must be of at least one director; or • a partnership, the photo(s) must be of at least one partner.
☐ Proof of Insurance	Proof of insurance of at least \$2,000,000 on the City's standard Certificate of Insurance , linked to vaughan.ca/BusinessLicensing .

Refreshment Vehicle Event Licence		
☐ Canadian Government-Issued Identification	Canadian government-issued identification which demonstrates the applicant is at least 18 years of age and eligible to work in Canada; this is required for all directors and officers in a corporation, partners in a partnership and sole proprietors. This may be one or several pieces of identification.	
☐ Photo of applicant	A digital or printed photo of the applicant, which may be a passport photo or taken by yourself. If the applicant is: • a sole proprietor, the photo must be of that person; • a corporation, the photo(s) must be of at least one director; or • a partnership, the photo(s) must be of at least one partner.	
☐ Special Event Invitation For Refreshment Vehicles Licensed In Other Municipalities	The Special Event permit holder must complete the Special Event Invitation For Refreshment Vehicles Licensed In Other Municipalities form , and provide it to you, for submission with this application. This form is available on the Special Events page at www.vaughan.ca/businesslicensing .	
☐ Copies of licences from other municipalities	Copies of all refreshment vehicle owner and driver licences from other municipalities.	
Section 7 – Declarations		
By signing below, the applicant (or the applicant through the authorized agent) certifies that:		
1) The information contained in this application, attached plans and specifications, and other attached documentation is true and accurate to the best of the applicant's knowledge. 2) The person submitting this application has the authority to bind the applicant. 3) The applicant acknowledges that the application may contain "personal information" as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is required pursuant to the provisions of the Municipal Act. It will be used by the City of Vaughan to process this application, for administration of this licence and to ensure compliance with all applicable statutes, regulations and by-laws. Questions about this collection should be directed to the Chief Licensing Officer, By-law and Compliance, Licensing and Permit Services, City of Vaughan, 2141 Major Mackenzie Drive West, Vaughan, Ontario L6A 1T1, telephone number (905) 832-2281. 4) The applicant further agrees that any false information may result in refusal to issue, suspend, revoke or place of conditions on any licence.		
Signature of <u>at least one</u> of the applicant(s), such as the sole proprietor, partners, officers or directors Note that only those applicants whose names and signatures are submitted below, will be authorized to manage the licence. If there are more than two applicants to be listed, you can include their names, signatures and the date of signatures on the back of this document.		
Name of applicant 1	Signature of applicant 1	Date (dd/mm/yy)
Name of applicant 2	Signature of applicant 2	Date (dd/mm/yy)
Signature of the authorized agent (if applicable)		
Name of authorized agent	Signature of authorized agent	Date (dd/mm/yy)

For office use only	
Reviewed by the following staff:	Date of review (dd/mm/yy)
Notes	