



Refreshment Vehicle Licence Application

Municipal Law Enforcement and Licensing
50 Centre Street South
Oshawa, ON
L1H 3Z7

Office Use Only	Req.	Rec.
Business Name Registration		
Ownership		
Propane Certificate		
Photograph		
Commercial Insurance		
Fire Extinguisher Info		
Fire Suppression System Info		
Safety Certificate		
Vehicle Insurance		
Letter of Permission & Map		
Durham Region Health		
Oshawa Fire Services		
MLELS – Property		
Licence Number		
Issue Date		

Application for	Fee
<input type="checkbox"/> Mobile Refreshment Vehicle	\$225
<input type="checkbox"/> Stationary Refreshment Vehicle	\$225

All applications are subject to a \$75 application fee.

Owner

Last Name	Given Name(s)
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Address (including postal code)

Email

Home Phone	Business Phone
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Business Name

Proposed Vending Location (including postal code, if stationary)

List of food you prepare

Personal information contained on this form is collected under the authority of Section 11 of the Municipal Act, 2001 and will be used for administering the Municipal Law Enforcement and Licensing process. Questions concerning collection of personal information should be directed to the City of Oshawa’s Information Access and Privacy Officer at 50 Centre Street South, Oshawa, Ontario, L1H 3Z7 or 905-436-3311.

Refreshment Vehicle Information	
Make	Provincial Plate
Model	Vehicle Year
VIN No.	Vehicle Colour
Weight (in kilograms)	Method of Heating/Cooling

General Refreshment Vehicle Application Submissions

Upon application, the applicant must include the following documentation:

- Business Name Registration
- Ownership
- Propane Certificate (if applicable)
- Photograph of vehicle
- Commercial General Liability Insurance with a minimum of \$2,000,000 (two million dollars)
- Picture of the Fire Extinguisher presently available in the vehicle
 - a. Fire Extinguisher Maintenance Record. Picture of the tag located on the neck of the extinguisher or documentation from the service contractor
 - b. The date of manufacture of the extinguisher
- Fire Suppression System Inspection Record (dated within 6 months) (Also known as NFPA 96 Commercial Cooking Suppression System) (if applicable)

Mobile Refreshment Vehicle Application Additional Submissions

- Safety Certificate
- Vehicle Insurance Certificate

Stationary Refreshment Vehicle Application Additional Submissions

- Letter of authorization from the property owner of your proposed location and map

I have read and understand the regulations pertaining to this licence category. I authorize the City of Oshawa to make any investigation regarding this application and authorize the release of records and information to the City of Oshawa provided such information is received and discussed confidentially.

Signature	Date
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Business Licensing By-law Definitions

Oshawa currently defines four (4) classes of refreshment vehicles within the Business Licensing By-law including:

1. **Hot Dog Cart:** a Mobile Refreshment Vehicle that is operated or licensed to operate at one location for a period no less than three (3) hours and not exceeding nine (9) hours on any day.

Example: Hot dog cart

2. **Mobile Refreshment Vehicle:** A Refreshment Vehicle that is propelled by means other than an on-board motor or engine.

Examples: ice cream bikes, coffee bikes, and trailers.

3. **Motorized Refreshment Vehicle:** A Mobile Refreshment vehicle that is self-propelled by means of an on-board motor or engine.

Examples: food trucks and ice cream trucks.

4. **Stationary Refreshment Vehicle:** A Refreshment Vehicle operated from one Lot but does not include a Hot Dog Cart.

Examples: “Chip Trucks” as seen on various private property lots in Oshawa.



Refreshment Vehicle Certificate of Insurance

Municipal Law Enforcement and Licensing Services

To be completed by Insurance Company or Agent authorized to conduct business in Ontario.

Policy Type	<input type="checkbox"/> Vehicle (Check which policy this certificate covers.)
	<input type="checkbox"/> Commercial

Name and Address of Insured	Name, Address and Phone of Insurance Agent (if applicable)
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Insuring Company	Policy Number	Amount of Coverage	Effective Date	Expiry Date
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Vehicles covered by above policies

Make	Year	Model	Serial Number
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The (Insuring Company Name) _____ certifies it has issued to the above-named insured a Public Liability and Property Damage policy and a motor vehicle policy providing coverage of not less than \$2,000,000 each inclusive per vehicle, the description of which comprises part of this Certificate.

The above policy/policies is/are in full force and effect on this date and issued in compliance with City of Oshawa By-law 120-2005, Schedule L, Section 13, as amended. The policy/policies may not be cancelled or altered during its/their term or allowed to expire, except on fifteen (15) days prior written notice to Municipal Law Enforcement and Licensing Services, 50 Centre Street South, Oshawa, Ontario, L1H 3Z7.

If a facsimile has been transmitted, the original certificate must follow.

Date	Signature and Stamp of Authorized Representative of Insurer
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Information collected on this form is done under authority of the *Municipal Act* and will be used to determine eligibility for insurance of a licence.