



Appendix A
By-law 25-44

Refreshment Vehicle License Application

Township of Elizabethtown-Kitley
6544 New Dublin Road, Addison ON K0E 1A0
Phone: (613) 345-7480 x 234
Email: deputyclerk@ektwp.ca

Office Use Only			
Date Received:		Roll Number:	
Address:			
Fee:		Cheque <input type="checkbox"/>	Cash <input type="checkbox"/> Debit <input type="checkbox"/>

Applicant Contact Information

1. Applicant Name: _____
2. Operating Name: _____
3. Mailing Address: _____
4. Phone Number: _____
5. Email Address: _____

Site Location for Refreshment Vehicle

6. Civic Address: _____

Property Owner Contact Information and Authorization

7. Owner Name: _____
8. Mailing Address: _____
9. Phone Number: _____
10. Email Address: _____

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I _____, hereby authorize _____
to locate their refreshment vehicle on my property located under Section 6 of this
application. I understand that Township Staff will conduct site inspections at this
location without prior notification.

Owner Signature

Date

Vehicle Information

11. Name of the Vehicle: _____

12. Owner of the Vehicle: _____

13. Description of Vehicle: _____

14. License Plate: _____

15. Make: _____ Model: _____

16. VIN #: _____

17. The products to be sold from this vehicle at this location are described as:

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18. Appliances:

Manufacturer	Type	Model Number	Input (BTUH)

Other Required Information

18. Letters of Compliance:

This information is required to be submitted with this application.

Agency/Approval	Status	Letter Attached
South East Health Unit	<input type="checkbox"/> Approved <input type="checkbox"/> Conditional	<input type="checkbox"/> Yes <input type="checkbox"/> No
EKTWP Fire Department	<input type="checkbox"/> Approved <input type="checkbox"/> Conditional	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certified Propane Fitter (TSSA)	<input type="checkbox"/> Approved <input type="checkbox"/> Conditional	<input type="checkbox"/> Yes <input type="checkbox"/> No
Landowner Authorization	<input type="checkbox"/> Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No

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19. Fees

Fees will be set annually as per the Township's Consolidated Schedule of Fees.

20. Zoning Compliance

A detailed locational plan is required to accompany all applications. The plan must show:

- The dimensions and boundaries of the parcel of land where the refreshment vehicle is to be located;
- Where the refreshment vehicle is to be located on the parcel of land showing all setbacks of the refreshment vehicle from the lot lines, any buildings or structures, including the overhang, parking lots or any roads;
- The size and location of all existing structures on the parcel of land;
- All existing parking and loading areas on the site as well as all driveways and entrances;
- Abutting land uses.

Please contact the Planning Department if you have any questions. The location of the vehicle must be in compliance with the Township's Zoning By-Law.

22. Additional Information for Consideration

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23. Declaration

I, _____, swear that the information given in this application and any supporting documents is true and complete and I understand that false statements could result in the license being revoked at any time.

I understand that the personal information contained on this form is collected under the authority of the Municipal Act 2001 and Township of Elizabethtown-Kitley By-Law 25-43 and will be used to determine eligibility for a license.

Applicant Signature

Date

Applicant Signature

Date

Note: Prior to the issuance of a license the licensee shall provide the following

1. Payment of Fee
2. A letter or certificate of approval from the Health Unit (Medical Officer of Health)
3. A letter or certificate of approval from the Township's Fire Department
4. A letter or certificate of approval from Certified Propane Fitter (TSSA)
5. Completion of Owner's Authorization section on page 2 of application

A minimum of three full business days will be required to complete and prepare your license for pick up, once a complete application is received – Please plan accordingly – no one is permitted to operate a refreshment vehicle within the Township unless a license has been issued – no exceptions.