



REFRESHMENT VEHICLE LICENCE APPLICATION

Township of Leeds and the Thousand Islands
1233 Prince St PO Box 280
Lansdowne, ON K0E 1L0
Phone: (613) 659-2415 x 218
Email: bylawenforcement@townshipleeds.on.ca

OFFICE USE ONLY

Application:		Date Received:	
Roll Number:		Address:	
Fee:	<input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Interac <input type="checkbox"/> N/A		

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: _____

I _____, hereby authorize _____ to locate their chip truck 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

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Vehicle Information

11. Name of the Vehicle: _____

12. Description of Vehicle: _____

13. Licence Plate: _____

14. Make: _____ Model: _____

15. VIN #: _____

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

17. Appliances:

Manufacturer	Type	Model Number	Input (BTUH)

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Other Required Information

18. Letters of Compliance:

This information is required to be submitted with this application.

Agency/Approval	Status	Letter Attached
Leeds, Grenville and Lanark District Health Unit	<input type="checkbox"/> Approved or <input type="checkbox"/> Conditional	<input type="checkbox"/> Yes or <input type="checkbox"/> No
TLTI Fire Department	<input type="checkbox"/> Approved or <input type="checkbox"/> Conditional	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Certified Propane Fitter (TSSA)	<input type="checkbox"/> Approved or <input type="checkbox"/> Conditional	<input type="checkbox"/> Yes or <input type="checkbox"/> No
MTO Permit (if located on a road controlled by MTO) https://www.ontario.ca/page/highway-corridor-management	<input type="checkbox"/> Approved or <input type="checkbox"/> Conditional	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Landowner Authorization	<input type="checkbox"/> Attached	<input type="checkbox"/> Yes or <input type="checkbox"/> No

19. Fees

Annual Licence - \$510

Fees can be mailed to the office by cheque, or paid at the Township Office by cash, cheque or debit. Your application will not be processed until the required fees are paid.

20. Zoning Compliance

A detailed plot plan is required which demonstrates the location of the refreshment vehicle noting the setbacks from the vehicle to all property lines, roads, structures etc. Please contact the Township of Leeds and the Thousand Islands Planning Department if you have any questions. The location of the vehicle must be in compliance with the Township's Zoning By-Law.

21. Previous Permit Status

I have previously held a refreshment vehicle licence in the Township of Leeds and the Thousand Islands:

Yes – Operating Name: _____
 No

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22. Additional Information for Consideration

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 licence 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 Leeds and the Thousand Islands By-Law 2022-035 and will be used to determine eligibility for a licence.

Applicant Signature

Date

Applicant Signature

Date