

Meeting Date: \_\_\_\_\_

## Food Vehicle Application for Inspections – Annual Licence

<b>Classifications:</b>	<input type="checkbox"/> Chip Wagon <input type="checkbox"/> Mobile Food Preparation Vehicle <input type="checkbox"/> Refreshment Vehicle	
Inspections Fee:	Payment:	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque – payable to the City of Guelph
<b>Applicant Information</b>		
<input type="checkbox"/> Sole Proprietor	Full Name:	
<input type="checkbox"/> Partnership	Full Names of all Partners:	
<input type="checkbox"/> Corporation	Full Name of Corporation:	
Name(s) of authorized signing officers:		
Applicant Address: (Inc. Unit #)		City:
Postal Code:	Phone:	Fax:
E-mail:		
<b>Business Information</b>		
Business Name:		
Business Location (Inc. Unit #):		City: <b>GUELPH</b>
Postal Code:	Phone:	Fax:
E-mail:		
<b>Application Requirements</b>		
<input type="checkbox"/> Make and Model:	<input type="checkbox"/> Licence Plate #:	
<input type="checkbox"/> Vehicle Identification Number:		
<input type="checkbox"/> A list of the types of food to be provided for sale specifying the source of the food and identifying food that will be refrigerated or heated		
<b>For Chip Wagon only:</b>		
<input type="checkbox"/> A letter from all the owners of the Land on which the Chip Wagon will be situated <input type="checkbox"/> A site plan of the location		
<b>For Mobile Food Preparation Vehicle only:</b>		
<input type="checkbox"/> A letter from all the owners of the Land on which the Mobile Food Preparation Vehicle will be situated <input type="checkbox"/> A site plan required for private property locations <input type="checkbox"/> A spill contaminant plan including the description of how and where grease and grey water will be disposed of <input type="checkbox"/> A photo of the Mobile Food Preparation Vehicle and a description of its type <input type="checkbox"/> A completed inspection certificate and information fact sheet issued by the TSSA no more than 36 days before the application is submitted <input type="checkbox"/> A criminal record check for every individual who will operate an ice cream truck from the municipality they currently reside in		
Other businesses currently operated by Applicant in Guelph:		
<b>Inspections Required Before Issuance of Business Licence</b>		
By-law Compliance		
Fire Prevention		
Public Health		

Signature		
<p>I/We, _____, the applicant, hereby acknowledge and declare that;</p> <ul style="list-style-type: none"> <li>• I/We have read and understood Sections 1-42 of the City of Guelph Business Licensing By-law (2009)-18855, and the schedule of that by-law pertaining to the classification of business licence for which I/we are now making application for inspection;</li> <li>• Per Section 3 (e) of the By-law I declare that all fines against the Applicant pursuant to the By-Law or its predecessors have either been paid in full or are the subject of a Court approved payment schedule;</li> <li>• the information contained in this application is true and complete to the best of my/our knowledge, and that failure to provide complete or accurate information may delay the licensing process;</li> <li>• it is an offence under section 25(e) to provide false or misleading information on this application or at any time hereafter to any person having authority for the enforcement or administration of the by-law and that the provision of false or misleading information may result in prosecution and/or penalties as set out in the by-law, or the refusal, suspension or revocation of the business licence</li> </ul>		
Applicant Name(s) (print)	Signature(s)	Date

The submission of an application for inspection does not entitle the applicant to carry on business pursuant to the by-law. The applicant is only entitled to do so once a current and valid licence has been issued.

Any Licence or Application issued under By-law (2009)-18555 may be refused, revoked or suspended if the applicant or Licensee is convicted of an offence or has past conviction(s), under any provision of by-law (2009)-18555 or any predecessor of such by-law, or under any other by-law, statute or regulation relating to the business, or otherwise in accordance with the by-law.

The personal information on this application is collected pursuant to the Municipal Act, 2001, the City of Guelph Licensing By-law (2009)-18855 and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. This information will be used for the purposes of issuance and administration of business licences. Questions about this collection can be directed to the Information, Privacy and Records Coordinator, City Hall, 1 Carden Street, Guelph, ON, N1H 3A1, 519-822-1260 x 2349.

**Note: all correspondence will be mailed to Applicant mailing address.**

**Please contact the Licensing Division to book an appointment to submit your Business Licence Application:**

City of Guelph  
 1 Carden St  
 Guelph, ON N1H 3A1  
 T: 519-822-1260 ext. 2551  
 E [licensing@guelph.ca](mailto:licensing@guelph.ca)

## Inspection Information

It is the responsibility of the Applicant to ensure all inspections\* are **completed** and **approved within 90 days** of receipt of a completed Application for Inspection.

**Three inspections per inspecting authority are included in the fee for an Application for Inspection.** If you require more than three inspections from any of the inspecting authorities below, the Application for Inspection is no longer valid and you'll be required to complete and pay, in full, for a further Application for Inspection.

*\*Includes physical visit to the premises, where applicable, and a document review or search*

To book your required inspections, contact each of the following inspecting authorities:

**By-law Compliance**

1 Carden St

T: 519-822-1260 extension 2551

**Wellington-Dufferin-Guelph Public Health**

160 Chancellors Way

T: 519-822-2715

**Fire Prevention**

Please fill out the Self-Inspection Checklist attached or online at:

<http://guelph.ca/living/emergency-services/fire-service/safety-and-prevention/blfire/>

**Once all required inspections have been completed and passed, please contact the Licensing Division to submit an Application for Business Licence.**

## **By-Law Inspection Checklist**

### **Food Vehicle (Refreshment/Food Preparation Vehicle/Chip Wagon excluding Ice Cream Truck)**

Inspection will include the following:

- Vehicle Licence Plate/VAL tag must be current
- Business name is clearly displayed on both sides of vehicle
- Only pre-packaged food items are provided for sale (refreshment vehicle only)
- Vehicle has a clean compartment for the storage of food
- At least one suitable refuse container is available for customers
- Vehicle must be clean and in orderly condition
- Vehicle is adequately lighted and ventilated
- Vehicle is in safe mechanical condition
- Has no accessory generator associated with the operation of the vehicle outside the food vehicle

Please call to book a By-Law inspection. Include your name, business name, and phone number and your call will be returned within two business days.

**Inspection Line: 519.822.1260 ext 2592**

## **By-Law Inspection Checklist**

### **Food Vehicle (Ice Cream Truck)**

Inspection will include the following:

- Vehicle Licence Plate/VAL tag must be current
- Business name is clearly displayed on both sides of vehicle
- A “WATCH FOR CHILDREN” warning sign in readily legible black letters at least 15 centimeters high on a yellow background that is affixed to the rear exterior of the vehicle and plainly visible in its entirety at all times
- A minimum of two amber lights on top – must be visible and flash when stopped
- A rear bumper having an angled cover on top designed and placed so as to prevent a child from standing or sitting on top
- Refuse containers must be available upon arrival when Ice Cream Truck stops
- Clean refrigerated compartment for the storage of ice cream
- Vehicle must be clean and in orderly condition
- Vehicle is adequately lighted and ventilated
- Vehicle is in safe mechanical condition
- Has no accessory generator associated with the operation of the vehicle outside the food vehicle

Please call to book a By-Law inspection. Include your name, business name, and phone number and your call will be returned within two business days.

**Inspection Line: 519.822.1260 extension 2551**