



## REFRESHMENT VEHICLE IN CITY PARKS ENDORSEMENT APPLICATION

### THE APPLICATION PROCESS

This package contains the necessary application information to apply for an **endorsement to operate a licensed refreshment vehicle in a public park in the City of Vaughan (the City)** from June 1 – October 31, 2025. To apply, persons must submit a completed application and pay the applicable fee as listed at [vaughan.ca/BusinessLicensing](https://vaughan.ca/BusinessLicensing). For more information, contact us:

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

Vaughan City Hall, 2141 Major Mackenzie Dr., 1<sup>st</sup> floor, Vaughan, ON, L6A 1T1

Phone: 905-832-2281 | Email: [bylaw.licensing@vaughan.ca](mailto:bylaw.licensing@vaughan.ca)

Website: [vaughan.ca/BusinessLicensing](https://vaughan.ca/BusinessLicensing)

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

#### How to apply

Applicants have three options for submitting applications:

1. **Mail** to the “Attn: By-law and Compliance, Licensing and Permit Services”.
2. **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”.
3. **By e-mail** to [bylaw.licensing@vaughan.ca](mailto: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

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](https://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 – Business information

City of Vaughan Business Licence Number:

### Section 2 – Applicant information

Please complete this mandatory section with respect to the applicant

Registered business name (as per Articles of Incorporation or Master Business Licence)	Type of applicant <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> 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)	
Relationship to applicant: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partner in the partnership <input type="checkbox"/> Officer in a Corporation <input type="checkbox"/> Director in a Corporation <input type="checkbox"/> Authorized agent	
Position of person submitting the application	
Business address (street no, street name)	Unit
Municipality <b>Vaughan</b>	Province <b>Ontario</b>
Country <b>Canada</b>	Postal code/ zip code
Business telephone number	Alternative telephone number
Email address	

<b>Mailing address (if different from above)</b>	
Address (street no, street name)	Unit
Municipality	Province
Country	Postal code/ zip code
<b>Section 3 – Authorized Agent</b>	
This section should be completed if the applicant would like to appoint an agent to act on behalf of a business licence or permit applicant(s) or licensee(s).	
Name of authorized agent (first name, last name)	
Business telephone number	Email address
<b>What will the Authorized Agent do on behalf of the applicant?</b>	
Select all activities that apply.	
<input type="checkbox"/> Apply for a Refreshment Vehicle in Public Park endorsement, including payment <input type="checkbox"/> Make and respond to inquiries about the endorsement or application <input type="checkbox"/> Update information with respect to the Refreshment Vehicle in Public Park endorsement <input type="checkbox"/> Cancel the Refreshment Vehicle in Public Park endorsement or application <input type="checkbox"/> Other, as described here:	
<b>Section 4 – Refreshment Vehicle Information</b>	
The following information about the refreshment vehicle is required	
<b>Item</b>	<b>Description</b>
	Information required by the City of Vaughan Business Licensing By-law
Refreshment Vehicle Information	Refreshment Vehicle Type <input type="checkbox"/> Type 1 - catering truck/ice cream truck <input type="checkbox"/> Type 2 - hot dog cart <input type="checkbox"/> Type 3 - push cart
	Refreshment vehicle dimensions Height_____ Width_____ Length_____ Depth_____
Cooking and Heating Equipment	Provide information on the type of heating and cooking equipment used (attach additional sheet if needed)
Additional Equipment	Provide information about other equipment to be used, if any. (attach additional sheet if needed)
<b>Section 5 – Required documents</b>	
The following documentation must be submitted with your application.	
<b>Item</b>	<b>Description</b>

Check the box below if you have included the item.	The description is based on the Licensing By-law, as amended, as listed at <a href="http://www.vaughan.ca/bylaw">www.vaughan.ca/bylaw</a> in the By-law Library.
<input type="checkbox"/> Operational Plan	Plans for signage, waste management including disposal of grease and grey water, and a list of types of food products to be sold or offered for sale
<input type="checkbox"/> Photograph	Recent colour photograph of the <i>Refreshment Vehicle</i> that is going to operate under this permit.
<input type="checkbox"/> Menu	List of types of food products to be offered for sale
<input type="checkbox"/> Criminal Record Check	Criminal Record Check level 2 for each Refreshment Vehicle operator or owner/operator, issued within 90 days of the date of application

### Section 6 – Declarations

By signing below, the applicant certifies that:

- 1) Every holder of a City issued permit to operate a Refreshment Vehicle on City Property shall agree to indemnify and save the City harmless from any and all claims, demands, causes of action, losses, costs (including legal fees), expenses, or damages that the City may suffer, incur or be liable for, resulting from or in any way related to their negligence, acts, or omissions, or that of the individuals operating the Refreshment Vehicle, while using City Property.
- 2) 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.
- 3) The person submitting this application has the authority to bind the applicant.
- 4) 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.
- 5) 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 at least one of the applicants, or authorized agents of the applicant partners, officers or directors.** Note that only those applicants whose names and signatures are submitted below, will be authorized to manage the endorsement. 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)

### For office use only

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