



Refreshment Vehicle Guidelines

IN WEST PERTH

YOUR ROAD MAP TO A SUCCESSFUL BUSINESS ON WHEELS!

Approval Process

In order to operate a refreshment vehicle in the Municipality of West Perth, all prospective operators must first submit a Refreshment Vehicle License Application, and obtain a valid license that is not expired, suspended, or revoked. Refreshment vehicles include food trucks, ice-cream carts, hotdog carts, and food trailers.

- 1** Submit an application form that can be accessed on our website, including a \$250.00 application fee or One-Time Event fee of \$50.00.
- 2** Include additional application requirements as listed on the Municipality website such as a photo of the refreshment vehicle, a copy of the motor vehicle registration, proof of insurance, and more.
- 3** Where there are additions or structures being installed within the vicinity of the refreshment vehicle, a site plan showing the location and adjacent structures is required.
- 4** Review the Refreshment Vehicle By-Law for an comprehensive list of application requirements, and submit all requirements to the Municipality of West Perth for review.

**LICENSES ARE VALID UNTIL DECEMBER 31ST OF EACH YEAR,
UNLESS REVOKED OR SUSPENDED**

Overview of Key Provisions

General Provisions

Unless given authorization from the Municipality, no refreshments shall be sold between the hours of 11:00 p.m. and 7:00 a.m.

- All persons providing refreshments from a refreshment vehicle shall do so in accordance with the *Health Protection and Promotion Act, 1990*.

Operating Requirements

- All licenses must be made clearly visible to the public and customers.
- Every refreshment vehicle shall be equipped with a Fire Department approved fire extinguisher that is maintained in good working order.
- All Licensee shall equip the refreshment vehicle with a waste and recycling receptacle that's sufficient in size to accommodate all waste and recyclable material. Sidewalk refuse containers provided by the Municipality do not constitute proper removal of waste materials.

Location Requirements

- No person shall operate a refreshment vehicle within 60 metres of a school unless authorized to do so by the applicable school board.
- No person shall operate a refreshment vehicle on a public sidewalk. A refreshment vehicle, if located on private property, shall not be located any closer than 1.2 metres to a sidewalk.

Licensing

Licenses are not transferrable and the Clerk may impose any conditions upon an approval of the application as determined.

- The applicant must be at least 18 years of age, or must provide written consent from a parent or guardian.
- The Clerk shall refuse to issue or renew a license where an officer or health inspector, by way of inspection, has determined that the refreshment vehicle is not in compliance with By-Law 7-2024.

Licensing Renewal Requirements

Every license renewal application to operate a Refreshment Vehicle shall meet the applicable licensing requirements and be accompanied by the prescribed fee.

One-Time Event License

A One-Time Event License Application must be completed to permit a refreshment vehicle to operate on a municipality owned property and is only valid for the date(s) and location listed on the license. Some other requirements include:

- Current proof of inspection and written approval from the Public Health Unit and Fire Department.
- Written authorization from the event organizer to operate in conjunction with the special community event or special event.
- One-Time Event fee of \$50.00

Please visit the Refreshment Vehicle By-Law for more provisions and details!

