

REQUIREMENTS FOR: REFRESHMENT VEHICLES – CLASS D

FOOD TRUCKS

Please Read:

- The City of Burlington recommends a minimum 5 day turnaround to allow time for processing.
- If you have any questions prior to submitting an application, please contact our office.

First Time Food Truck Applicant:

- Applications will be accepted in person, via email, mail, courier, or fax (Attn: Business Licensing)
- Please ensure that the application has been completely filled out and all of the accompanying material is included. Payment must also be included for your application to be processed.

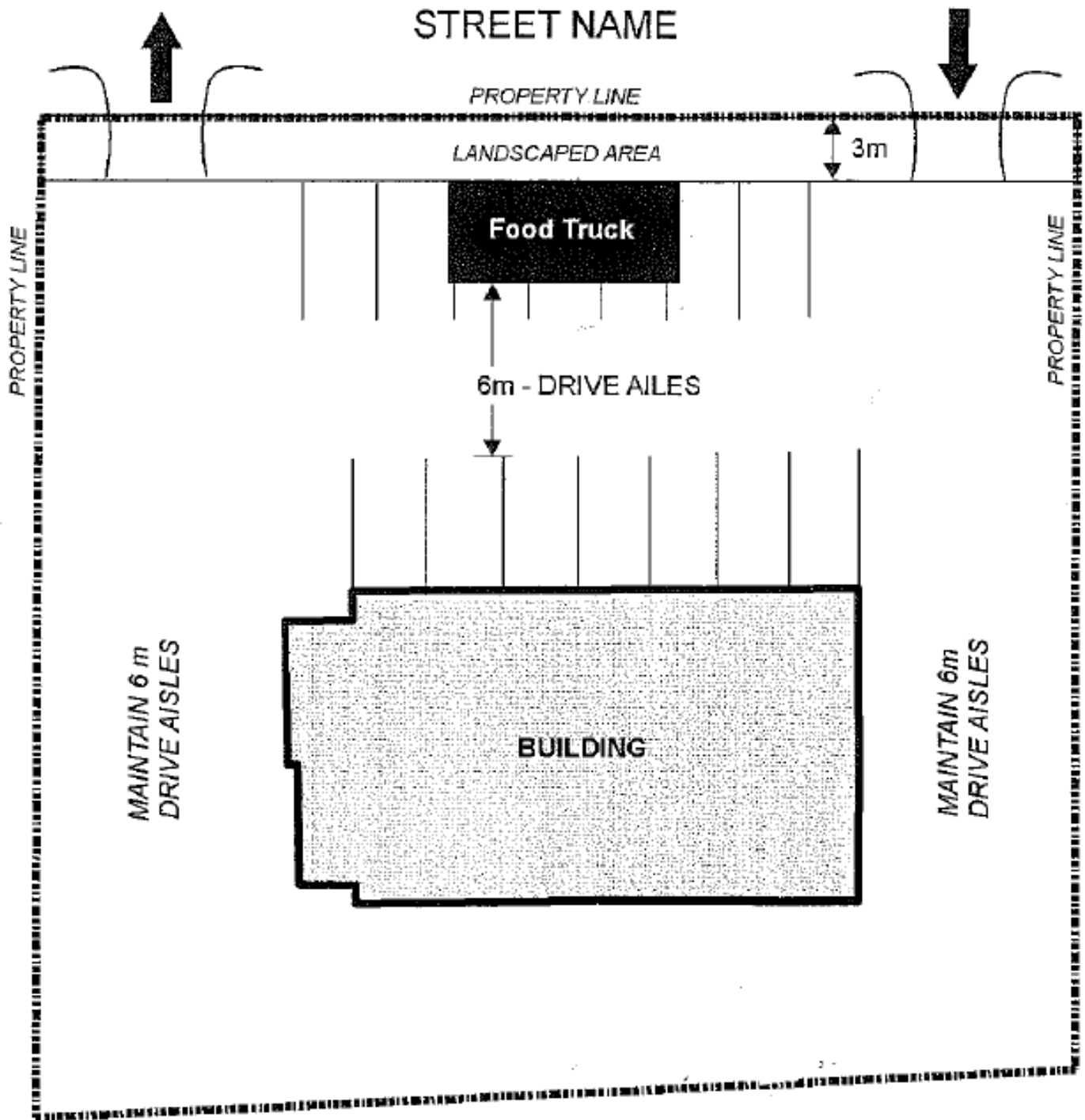
Repeat Applicants:

- The City of Burlington will file your Insurance, Master Business Licence and/or Articles of Incorporation, TSSA Inspection Certificate and Health Department Approval. It is the applicant's responsibility to ensure these documents are current. Expired documents may cause delays in issuing of or refusal of future licenses.
- The following items must be submitted prior to your event: Application form, written approval from registered property owner, concept plan and payment.

REQUIREMENTS TO BE SUBMITTED AT TIME OF APPLICATION:

- Completed Business Licence application form
 - *Must be completed and signed by business owner*
- Proof of age of Business owner
 - i.e. Valid Ontario driver's licence, birth certificate, valid passport
- Master Business Licence and/or Articles of Incorporation
- Written approval from the registered property owner to conduct the event
 - Approval from the tenant/business will not be accepted
- Copy of a Commercial General Liability policy of Insurance for min \$2,000,000.
 - Must also show dates policy is covered for
- Halton Region Health Department certificate of approval or written approval by e-mail to building@burlington.ca
 - Applicant must contact the Halton Region Health Department at 905-825-6000 or if located in Halton, you may call 311. An inspection may or may not be required.
- TSSA approved Inspection Certificate dated within last 12 months by a certified Gas Technician indicating equipment is safe for use (propane) including inspector's signature of approval and registration number.
- Concept Plan
 - Applicant must provide a concept plan indicating where the food truck is to be located on the property
 - Concept plan shall include location of truck in relation to street, landscaped area, parking spaces, drive aisles, entrances and exit of the site (see reverse side for sample concept plan)
 - No food truck is permitted to operate within 50 m/ 164 ft of a restaurant or licensed Class "A" refreshment vehicle (Chip Truck, Hot Dog Cart and BBQ Equipment). Unless the property falls under the exemption.

Example of a Concept Plan



- Shall not be located within the landscaped area and/or buffer
- Setback from the property line at the street shall be 3 m
- Shall not interfere with any drive aisles and/or entrance or exits of the site

Please note: If your application does not include the above noted information - your application will be delayed or potentially denied.