

## Refreshment Vehicle Licencing Information

### Apply for a Refreshment Vehicle Licence

Refreshment Vehicles are regulated under [By-law No. 20-2025](#) and are only permitted to operate in **Commercial Zones** following the issuance of a licence.

Refreshment Vehicle will not be permitted to operate within 90m of a restaurant serving similar items. Should a refreshment vehicle receive a licence prior to a similar establishment opening, the licence will remain valid for the remainder of the season.

Please check with the Municipality to ensure that you are in the correct zone.

When completing the application process, a number of supporting documents are required:

1. Refreshment Vehicle Licence Information Form – Please complete and attach to your application
2. Site Plan indicating vehicle size, vehicle location, parking area, setbacks from street and other buildings and any proposed lighting.
3. Details on Fuel Source, Water Supply and Disposal, Grease Disposal, and Waste and Recycling Disposal
4. Photo of Refreshment Vehicle
5. Grey Bruce Health Unit Inspection Report – [click here to complete application form](#)
6. Copy of Current Propane/Gas Inspection by Certified Technician
7. Copy of Fire Inspection Report - Refreshment Vehicle are required to have the Fire Chief inspect their kitchen systems to ensure that they meet the requirements of NFPA 96: Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations. Arran-Elderslie Fire & Emergency Services Fire Chief: [stiernan@arran-elderslie.ca](mailto:stiernan@arran-elderslie.ca)
8. Proof of Insurance - General Liability insurance in the minimum amount of \$1,000,000, municipality as additionally insured and cross-liability coverage.
9. Letter from the property owner (if different from the applicant authorizing operation of the Food Truck) (If applicable) authorizing placement of food truck on property.

### Licence Fees

#### As per the current Municipality of Arran-Elderslie Fees and Charges By-Law

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| 2025 Annual licence fee for Refreshment Vehicle – Per Season | \$300.00 |
| 2025 Temporary – Less than one week                          | \$100.00 |
| 2025 Community Event   | \$N/C    |

## Refreshment Vehicle Licencing Checklist

**Do you have everything you need to apply for your Food Truck Licence?**

- ☐ Site Plan
- ☐ Fuel Source, Water Supply, Grease and Waste Disposal details
- ☐ Grey Bruce Health Unit Inspection Report
- ☐ Gas or Propane Inspection Report
- ☐ Proof of Insurance
- ☐ Authorization Letter from Property Owner
- ☐ Licence Fee
- ☐ Food Truck is located in proper commercial zone (check with Clerk's Department)
- ☐ Fire Inspection Clearance Letter from Arran-Elderslie Fire Chief  
(Completed once all documents are provided)
- ☐ Annual Inspection of Ventilation/Suppression System (Complies with NFPA 96)
- ☐ Annual Fire Extinguisher Inspection Report