



Refreshment Vendor Licences Application

Section 1: Applicant and Business Information

Applicant first name *

Applicant last name *

Applicant phone number *

Applicant email *

Applicant address *

Driver's licence or personal ID *

Business name *

Business address *

Business phone number *

Section 2: Vendor Class, Location & Duration

Select your class *

- Class A – New (\$500.00)
- Class A – Annual Renewal (\$300.00)
- Class A – Special Events (\$65.00) (if not-for-profit or licensed in another municipality)
- Class A - Special Events (\$100.00) (if not licensed elsewhere)
- Class B – New (\$300.00)
- Class B - Annual Renewal (\$200.00)
- Class B - Special Events ((\$65.00) (if not-for-profit or licensed in another municipality)
- Class B - Special Events (\$100.00) (if not licensed elsewhere)

If Class A - Motorized Food Sales please enter the below vehicle information.

Make and model of refreshment vehicle

Provincial plate number

Year of vehicle

Vehicle VIN

See full map of [Public Property/Municipal Locations](#).

Select your desired location *

- Public Property/Municipal Locations (Note: A total of 6 municipal food vendor locations are available and will be assigned through a lottery system)
- Private Property

If selecting Public Property/Municipal Locations please go to section 3. If selecting Private Property please go to section 4.

Will you have a fuel tank on site? *

Yes

No

Section 3: Operations on Municipal Property

The Municipality is offering an opportunity for refreshment vendors to operate on designated municipal properties during the 2025 season. Successful applicants will be selected through a lottery process.

Season Duration: Vendors may operate on municipal property from **May 1 to October 14**.

Note: in 2025 vehicles are permitted May 16 to October 14.

Application Deadline: Please ensure your submission is completed prior to the **lottery deadline of May 15, 2025**.

Available Locations:

There are six (6) municipal locations available through the lottery:

- Fred Raper Park
- Harbour 1
- Harbour 2
- Harbour 3
- Arena
- Blue Dolphin Pool

Refer to the [Public Property/Municipal Locations](#) map for exact locations.

Applicants are asked to **rank the locations in order of preference**, with **1 indicating the most preferred** location and **6 indicating the least preferred**.

Select your first preference for the locations

Select your second preference for the locations

Select your third preference for the locations

Select your fourth preference for the locations

Select your fifth preference for the locations

Select your sixth preference for the locations

Acknowledgement of Operations on Municipal Property

- I acknowledge that on Municipal Property I must have a waste management plan.
- I acknowledge that to operate on Municipal property, there are requirements related to hours of operations

Provide your hours of operation

Section 4: Operations on Private Property

Before proceeding, please review the zoning requirements for operating a refreshment vendor on private (non-residential) property.

Zoning

Please contact municipal staff for support at ecdev@meaford.ca or visit meaford.ca/foodvendormap.

Based on current zoning regulations, a refreshment vendor is permitted on private (non-residential) property in the following zones:

- Downtown Commercial (C1)
- Highway Commercial (C2)
- Neighbourhood Commercial (C3)
- Residential Transitional (RT)
- Urban Area Waterfront (UAW)

A refreshment vendor is also permitted in the following zones **only if a farm produce outlet is currently operating on the lot**:

- Agricultural (A)
- Special Agricultural (SA)
- Rural (RU)

Please ensure your property meets the applicable zoning requirements before submitting your application.

Address of desired location

Are you the land owner?

- Yes
 No

If not the owner, please attach a written letter providing permission for the current year of the application

Section 5: Special Events

Special events are for a period of no more than 5 amount of days at a time. If licensing annually please go to section 6.

Name of event

Name of organizer

Organizer phone number

Organizer email

Date and time of food vendor operations

Date and time of food vendor arrival (setup)

Date and time of food vendor departure

Are you selling alcohol?

- Yes
- No

If selling alcohol please consult the [Alcohol and Gaming Comission of Ontario](#).

Are your food premises licensed in another municipality?

Yes

No

If you have a food premises licensed in another municipality, please attach related documents

Section 6: Required Supporting Documents

A menu or general description of the food to be offered for sale, including the the address of any off-site premises at which food is to be prepared and cooked. *

A detailed site plan showing the proposed location of the food sale/service and is to include any adjacent structures, the distance from the adjacent structures and municipal sidewalk and/or road, location of garbage receptacle, and any other details. *

View [Refreshment Vendor Site Plan Example - Municipality Property](#) and [Refreshment Vendor Site Plan Example - Private Property](#).

Certificate of Insurance naming the Municipality of Meaford as an additional insured for coverage of at least \$2,000,000 general commercial liability insurance for the duration of the license. *

A photo of the refreshment vehicle taken no more than 12 months prior to the date of application showing (at minimum) the customer facing façade and any associated signage. *

Each refreshment vehicle is required to submit an approved and valid food premises permit from the Health Unit. Prior to commencing food sales, proof of an inspection by the Health Unit is required to be submitted to the Licensing Officer. *

A certificate of inspection from a licensed gas fitter shall be supplied annually with the application for vendors using applicable combustible materials (if applicable).

A spill containment plan including a description of how and where garbage, grease, and grey water will be disposed of in a sanitary manner satisfactory to the Municipality

If you have a sign that you intend to use to promote the location of your refreshment vendor, a sign permit (and fee) is required. Note that if you have a sign at your location, displaying menu items, this does not apply.

View and apply for a Sign Permit [here](#).

Refreshment Vendor Licence Application

Please review all details for accuracy:

Fees

| |
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| |
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Submitting Your Application & Paying the Fee

To complete your Refreshment Vehicle Licence application, you must submit the **completed application and all supporting documents**, along with the required application fee.

Application Fee Payment Options: You can pay the application fee using any of the following methods:

- **In person at the Municipal Office by debit, credit, cash, or cheque**
- **By mail** (cheques only) to:
Municipality of Meaford
21 Trowbridge Street West, Meaford, ON N4L 1A1

Please note: Applications **will not be processed until the fee has been paid in full.**

Submitting Your Application:

- Email your **completed application and supporting documents** to: ecdev@meaford.ca
- Or deliver them in person to:
Municipal Office – 21 Trowbridge Street West, Meaford

Thank You

We are currently processing your Refreshment Vendor Application. A licensing administrator will contact you if any additional information is needed.

For more details, please visit meaford.ca/foodvendor or email us at ecdev@meaford.ca.

Once you've arrived at your approved location, you must schedule a fire inspection. **Please note: You cannot operate until you have received written approval from the Meaford Fire Department.**