



Town of Arnprior  
 105 Elgin Street West  
 Arnprior, ON.  
 K7S 0A8  
 613-623-4231

**Business Licence Application Form**

**Mobile Canteen/ Refreshment Stand or Vehicle/ Ice Cream Stand or Bicycle**

**Pursuant to Town of Arnprior Licencing By-law, As Amended**

**This is Not a Licence**

<b><u>Applicant Information</u></b>					
Applicant Name:					
Full Address:					
Phone Number (primary):					
Phone Number (secondary):					
E-mail Address:					
<b><u>Business/ Facility Information</u></b>					
Business Name:					
Business Address:					
Website URL:					
Description:					
Property Owner Name:					
Property Owner Address:					
Property Owner Phone Number:					
<b>List of Items/Services for Sale:</b>					
Food Type:					
Ice Cream/ Related Products:					
Other:					
<b>Type of Licence:</b>	Mobile Canteen	Refreshment Stand	Refreshment Vehicle	Ice Cream Stand	Ice Cream Bicycle
<b>Duration of Licence:</b>	Monthly for _____ months			Annual	
<b>Payment Type:</b>	Cash		Cheque		Debit

NOTICE WITH RESPECT TO COLLECTION OF PERSONAL INFORMATION: Personal information collected on this application form is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of processing the application and for administrative purposes. Questions about the collection and use of this information in accordance with the Municipal Freedom of Information and Protection of Privacy Act may be made to the Town Clerk, 105 Elgin Street West, Arnprior, ON K7S 0A8 or by phone: (613) 623-4231 ext. 1817.

**Important Application Approval Information:**

- All Businesses must comply with the Town of Arnprior Licencing By-law, as amended.
- Full payment of the Business Licence Fee, as per the User Fees and Charges By-law, as amended, shall be received prior to a licence being issued. This fee is non-refundable.
- Any Application/Licence submitted/issued under the Town of Arnprior Licencing By-law, as amended, may be refused, revoked, suspended, or refused to be renewed by the Issuer of Licences for by-law non-compliance.
- Required approvals must be obtained prior to the application for a Business Licence.
- It is mandatory for all licenced businesses/ applicants to carry sufficient liability insurance, in compliance with the Town of Arnprior's insurer.

<b>Mandatory Application Requirements</b>	<b>Required</b>	<b>If Applicable / Available</b>
Copy of Approved Government Issued ID	<input type="checkbox"/>	
Proof of Business Registration from the Province of Ontario		<input type="checkbox"/>
General Liability Insurance	<input type="checkbox"/>	
Health Unit Certificate of Approval		
TSSA Certified Propane Fitter Inspection Certificate (where propane is being used in the business)	<input type="checkbox"/>	
Site Plan (Approved by Town Planner) (Approved by CBO if required)	<input type="checkbox"/>	
Letter of Permission from Property Owner		
<u>Ice Cream Bicycle Only:</u> Criminal Reference Background Check (for all employees)	<input type="checkbox"/>	
Historic Compliance with all By-laws and Applicable Legislation	<input type="checkbox"/>	
Applicable Licence Fee Paid	<input type="checkbox"/>	

**Licensee Declaration**

I, the undersigned, have read the Town of Arnprior Licencing By-law, as amended, and I am fully aware of and agree to comply with said requirements, provisions and conditions. I further understand that the Issuer of Licences may refuse, suspend, amend or revoke a Licence at any time for by-law non-compliance.

\_\_\_\_\_  
Applicant's Name Printed

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

<b><u>Office Use Only</u></b>			
<b>Planning/CBO Approval:</b> <input type="checkbox"/>		<b>Liability Insurance Provided:</b> <input type="checkbox"/>	
<b>Application Status:</b> Approved : <input type="checkbox"/> Denied: <input type="checkbox"/>		<b>Payment Received:</b> <input type="checkbox"/>	<b>Amount:</b> \$
<b>Date:</b> <a href="#">Click here to enter a date.</a>		<b>Licence Number:</b>	<b>Issued by:</b>

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