

APPLICATION TO LICENCE A TRAVEL TRAILER OR RECREATIONAL VEHICLE

Complete and attach all information prior to submitting

1. Applicant Information

Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Note: If the applicant is not the registered owner of the property, the applicant must have the owner’s written consent to apply for such licence.

2. Property Information:

Owner: _____

Civic Address: _____

Phone Number: _____

Email Address: _____

Roll Number: _____

Proof of Ownership: Attach Copy of parcel register or deed or current tax bill.

Note: If no civic address has been applied to the property, one must be applied for. If there is not an entrance to the property an entrance permit must be applied for.

3. Trailer Information:

Make and Model: _____

Licence Plate # _____

Serial Number or V.I.N _____

Please attach four (4) pictures of the trailer (One of each side, front and back)

4. Licence Type:

Please check the licence type you are applying for.

Annual Licence: _____ Special Occasion Licence: _____

If applying for a special occasion Licence, please indicate the dates the trailer(s) will be located on the property:

Start Date: _____

End Date: _____

(14 day maximum)

5. Servicing Information:

5.1 What type of septic management system will the trailer be connected to?

a. Class 4 Septic System (septic tank and field bed) _____

b. In-trailer as manufactured holding tank with pump out agreement of a sewage hauler
_____ (haul/dump records must be provided annually)

c. Class 1 (outhouse) and Class 2 (grey water pit) _____

Is a copy of the approved system permit from the North Bay Mattawa Conservation Authority attached to this application?

Yes _____ No _____ If no, when will a copy be supplied? _____

Note: If the trailer is not connected to an approved sewage disposal system or is not serviced by an approved grey water pit and outhouse, a Trailer Licence will not be issued until the Township is satisfied that the septic or grey water management strategy is approved by the North Bay Mattawa Conservation Authority.

5.2 Will the trailer be directly connected to electrical services?

Yes _____ No _____

If yes, please provide the Electrical Safety Authority approval for connection. This requirement only applies if the trailer will have a direct connection to the electricity distribution system. (i.e. does not apply to an extension cord plugged into a generator). If directly connected, the panel must be located at the rear or side of the trailer, not the front yard.

5.3 Are there working smoke alarms, a working CO (Carbon Monoxide) detector installed, maintained and tested?

Yes _____ No _____

Does the trailer have a working ABC fire extinguisher?

Yes _____ No _____

6. Required Submissions:

☐ A site plan been submitted?

The site plan will show the location or proposed location of the trailer in relation to the boundaries of the property and include all existing buildings, sewage systems, wells, watercourses and proposed storage shed if applicable. All property lines and distances above will be shown in meters.

☐ Proof of Ownership

☐ Pictures – all sides

☐ Permits/Approvals

☐ Licence Fee

I, the undersigned, have provided truthful information in the application. I have read and understand the terms and conditions of the By-law being a by-law to licence, regulate and govern travel trailers and recreational vehicles in the Township of Bonfield as amended from time to time.

Applicant Signature

Date

Property Owner Signature

Date

If the property owner and applicant are the same, please sign both locations.

Township of Bonfield Administrative Use Only:

Date Application was received: _____

Complete Application? Yes _____ No _____

If no, what action has been taken?

Approved By: _____

Date: _____

Licence Number Assigned: _____

Effective Dates: _____

Fee Paid: _____

SCHEDULE “B” TO BY-LAW 2025-16

Licence Fees:

Annual Fee:	\$600.00 per year
Special Occasion Fee:	\$10.00 for 14 days once a year
Order Appeal Fee:	As per special meeting in By-law 2024-21 as amended