

**SCHEDULE "A" TO BY-LAW 2023-30**

**APPLICATION FOR TRAILER LICENCE**

*(Complete and attach all information prior to submitting)*

**1. Applicant Information**

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Note:** If Applicant is not the registered owner of the property, the Applicant must have the owner's consent to apply for such Licence.

**2. Property Information**

**Property Owner:** \_\_\_\_\_

**Civic Address:** \_\_\_\_\_

**Roll Number:** \_\_\_\_\_

**Proof of Ownership:** Attach a copy of parcel register or deed.

**Note:** If no civic address has been assigned for this property, one must be applied for and approved, using the Entrance Permit process prior to submitting this application.

**3. Trailer Information**

**Make & Model:** \_\_\_\_\_ **Licence Plate #** \_\_\_\_\_

**Serial Number or VIN:** \_\_\_\_\_

**Please attach four (4) pictures of trailer if already located on the property. (One of each side of the trailer.)**

**4. Licence Requested**

Place a check mark beside applicable class of Licence requested

Annual \_\_\_\_\_

Short Term \_\_\_\_\_ Number of months 1 2 3 (Circle Number of Applicable Months)

**5. Services Information**

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

Class 4 System (septic tank and field bed) \_\_\_\_\_

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? \_\_\_\_\_

**5. Services Information (continued)**

**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 Municipality is satisfied that the septic/grey water management strategy is approved by the North Bay Mattawa Conservation Authority.

Will the trailer be directly connected to electrical services?

No \_\_\_\_\_ Yes \_\_\_\_\_

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. not an extension cord plugged into an outlet.)

**FIRE PREVENTION**

Are there working smoke and Co (Carbon Monoxide) alarms installed, maintained and tested in the trailer?

No \_\_\_\_\_ Yes \_\_\_\_\_

**6. Required Submissions**

Site Plan – a drawing showing the location or proposed location of the trailer in relation to the boundaries of the property and including all existing buildings, sewage systems, wells, and watercourses/waterbodies. Such drawing shall be scaled or, where the property is large,

measurements shall be included indicating the distance of the trailer from property boundaries, existing buildings, wells and watercourses/waterbodies.

Proof of Property Ownership – as required under Section 2.

Pictures – as required under Section 3.

Permits/Approvals referenced in Section 5, if applicable.

Applicable Fee:

Annual Licence        \$600.00

Short Term Licence    \$150 for 1 month, \$300 for 2 months or \$450 for 3 months.

Applicant Signature        \_\_\_\_\_        Date: \_\_\_\_\_

Property Owner Signature    \_\_\_\_\_        Date: \_\_\_\_\_

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

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Township of Nipissing Administrative Use only:

Date Application Received: \_\_\_\_\_

Complete Application: Yes, \_\_\_\_\_        No \_\_\_\_\_

If No, action taken: \_\_\_\_\_

Approved By: \_\_\_\_\_        Date: \_\_\_\_\_

Licence Number Assigned: \_\_\_\_\_

Effective Dates: \_\_\_\_\_

**SCHEDULE "B" TO BY-LAW 2023-30**

**Licence Fees:**

**Annual Fee: \$600.00 per year**

**Short Term Fee: \$150.00 for one month  
\$300.00 for two months  
\$450.00 for three months**

**Part 1 Provincial Offences Act – Set Fine Schedule**

**THE CORPORATION OF THE TOWNSHIP OF NIPISSING**

**By-Law No. 2023-30, Trailer By-Law**

<b>Item</b>	<b>Column 1 Short Word Form Wording</b>	<b>Column 2 Provision Creating or Defining Offence</b>	<b>Column 3 Set Fine</b>
1	Keep or permit trailer to be kept over 21 day limit without a licence	3.1	\$300.00
2	Occupy/permit occupation of trailer from Dec 1 <sup>st</sup> to April 30 <sup>th</sup>	3.2	\$300.00
3	Erect/maintain uncovered deck exceeding 15 sq. m. and attached to trailer	3.4	\$300.00
4	Having more than 1 trailer per property	3.5	\$300.00
5	Locate trailer on property without owner's consent	3.6	\$300.00
6	Store or place trailers for recreational purposes	3.7	\$300.00
7	Fail to display licence so it can easily be seen from the outside of the trailer	5.4	\$300.00
8	Providing false information on a licence application	6.4	\$300.00
9	Obstruct person designated to enforce this By-Law	6.9	\$300.00

**Note:** The Penalty provision for the offences indicated above is Section 61 of the Provincial Offences Act, R.S.O. 1990, Chapter P. 33.