



# Special Event Licence Application

## FOOD

Municipal Law Enforcement and Licensing  
 50 Centre Street South  
 Oshawa, ON  
 L1H 3Z7

Office Use Only	Req.	Rec.
Business Name Registration		
Ownership		
Propane Certificate		
Photograph		
Commercial Insurance		
Fire Extinguisher Info		
Fire Suppression System Info		
Safety Certificate		
Vehicle Insurance		
Letter of Permission & Map		
Durham Region Health		
Oshawa Fire Services		
M.L.E.L.S – Property		
Licence Number		
Issue Date		

Application for:

- Short Term Food Shop
- Temporary Refreshment Vehicle

\_\_\_\_\_

Event Name

\_\_\_\_\_

Event Location

\_\_\_\_\_

Event Date

**Applicant**

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

Address (including postal code)

\_\_\_\_\_

Email

\_\_\_\_\_

Home Phone

\_\_\_\_\_

Business Phone

\_\_\_\_\_

Business Name

\_\_\_\_\_

Business Address (including postal code)

\_\_\_\_\_

Mailing Address

Personal information contained on this form is collected under the authority of Section 11 of the Municipal Act, 2001 and will be used for administering the Municipal Law Enforcement and Licensing process. Questions concerning collection of personal information should be directed to the City of Oshawa's Information Access and Privacy Officer at 50 Centre Street South, Oshawa, Ontario, L1H 3Z7 or 905-436-3311.

## Food Preparation Details

Description of food to be offered for sale at this event

Will you be cooking/heating/warming food at this event?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
Will you be using a refrigeration unit at this event?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
Will you be using a generator or electrical source at this event?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
<b>If you answered YES to any of the above questions, you will be required to have a 2A10BC Fire Extinguisher on site. Please confirm this will be on site.</b>		YES <input type="checkbox"/>
<b>All Applicants</b> must complete a Durham Region Health Department Food Vendors application form and submit it directly to the Durham Region Health Department. <b>Please confirm form has been submitted to DR Health Department</b>		YES <input type="checkbox"/>
Are you only selling prepackaged food or prepackaged baked goods?	NO <input type="checkbox"/>	YES <input type="checkbox"/>

## All Applicants

If you are required to have a Fire Extinguisher on site at this event, then you must submit the following photos with your application:

- Fire Extinguisher that will be present
- Manufacture date of Fire Extinguisher
- Fire Extinguisher Maintenance Record Tag or documentation from the service contractor

## Temporary Refreshment Vehicle

All Temporary Refreshment Vehicles must submit the following documentation with your application:

- Business Name Registration
- Photograph of vehicle or trailer
- Ownership for vehicle or trailer
- Safety Certificate for vehicle or trailer
- Vehicle Insurance Certificate
- Propane Certificate (if applicable)
- Commercial General Liability Insurance with a minimum of \$2,000,000 (two million dollars)
- Fire Suppression System Inspection Record (dated within 6 months) - (Also known as NFPA 96 Commercial Cooking Suppression System) (if applicable)

I have read and understand the regulations pertaining to this licence category. I authorize the City of Oshawa to make any investigation regarding this application and authorize the release of records and information to the City of Oshawa provided such information is received and discussed confidentially.

Signature	Date
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