



# Special Event Licence Application

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		
MLELS – Property		
Licence Number		
Issue Date		

Application for: Special Event Licence

- CLASS A – General Peddler
- CLASS B – Special Events Organizer
- CLASS C – Seasonal Sales
- Short Term Food Shop
- Temporary Refreshment Vehicle

Applicant	
Last Name	Given Name(s)
Address (including postal code)	
Email	
Home Phone	Business Phone
Business Name	
Business Address (including postal code)	
Mailing Address	
Description of good and/or services to be offered	

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

Name of Event	
Event Location	Event Date(s)

**Temporary Refreshment Vehicles**

Upon application, the applicant must include the following documentation:

- Business Name Registration
- Ownership
- Propane Certificate (if applicable)
- Photograph of vehicle
- Safety Certificate
- Vehicle Insurance Certificate
- Commercial General Liability Insurance with a minimum of \$2,000,000 (two million dollars)
- Picture of the Fire Extinguisher presently available in the vehicle
  - a. Fire Extinguisher Maintenance Record. Picture of the tag located on the neck of the extinguisher or documentation from the service contractor
  - b. The date of manufacture of the extinguisher
- Fire Suppression System Inspection Record (dated within 6 months) (Also known as NFPA 96 Commercial Cooking Suppression System) (if applicable)

**Peddler – Class B Special Event Organizer**

Upon application, the applicant must include the following documentation:

- Proof of \$2 – 5 million General Liability Insurance naming the City of Oshawa as additional insured
- Proposed list of vendors
- Site plan detailing the location of all participating Peddlers subject to the Director’s approval

**Short Term Food Shop**

Upon application, the applicant must complete and submit a Special Event application for vendors directly to Durham Region Health department

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
-----------	------

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