



AUGUST 23/18

### Special Event Vendor Permit

**The Corporation of Norfolk County**  
50 Colborne Street South  
Simcoe, ON N3Y 4H3  
Tel: 519-426-5870  
Fax: 519-426-8573

Accessible formats and communication  
supports available upon request

**Important:** The information required in this application is necessary to fully evaluate your request for a Licence. Completion of this application does not guarantee approval of the application. For information or assistance on completing this application, please contact the Licensing Department at 519-426-5870. Ext: 1357

#### Please Print Clearly

Event Name: \_\_\_\_\_ Date of Event \_\_\_\_\_

Event Location: \_\_\_\_\_

Town \_\_\_\_\_

Applicant(s) Name: \_\_\_\_\_

Applicant(s) Address: \_\_\_\_\_

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

Business Identification Number (BIN): \_\_\_\_\_

Applicant(s) Phone Number: \_\_\_\_\_ Goods to be sold: \_\_\_\_\_

#### Type of Special Event Licence Required:

Pedlar (Number of licenses required) \_\_\_\_\_

Mobile Food Premises     Class A     Class B     Class C

I, (please print name) \_\_\_\_\_ acknowledge it is my responsibility to notify the Corporation of Norfolk County in writing of any changes in the information provided during the course of this application to ensure compliance with Norfolk County By-law No. 2016-92. Providing false or incomplete information could result in the refusal of this application. Personal information on this form is collected and disclosed according to Section 29(1) and 32 of the Municipal Freedom and Protection of Privacy Act. Questions regarding the collection of this information can be directed to the Records Management F.O.I. Coordinator at ext. 1261.

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

FOR OFFICE USE ONLY: Reviewed & Approved by: \_\_\_\_\_

Issuer: \_\_\_\_\_



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**Special Event Permit Inspections/Approvals Required**

**Class A – Motorized/Non-Motorized/Site Specific**

**Class B – Motorized travelling**

**Class C – No Hazardous/ Pre-packaged**

**Building** (Tents larger than 645 square feet, or 60 square meters) - Required

**Health** - Required

**Fire** – Special Event Vendor Safety Requirement Form Signed by Applicant. FO-192

**BBQ’s** – Must be commercial grade, TSSA annual inspection certificate checklist & 40 BC extinguisher.

**Mobile Food Premises** – TSSA Field Approval, TSSA annual Inspection Certificate, E.S.A. sticker, Suppression - Fire protection Company **or** your local Fire Departments letter of compliance inspection report.

**Public Liability Insurance required on County property** – Required

**For Additional Information:**

See Schedule 5 of BY-LAW No. 2016-92 for additional information.

Additional Contact Information

**Bylaw and Zoning Building**

185 Robinson Street,  
Suite 200  
Simcoe ON N3Y 5L6  
519-426-5870  
Bylaw Ext: 6015  
Building Ext: 6016  
Fax: 519-427-5901

**Health Unit**

12 Gilbertson Drive,  
Simcoe ON N3Y 4N5  
519-426-6170  
Ext: 3231 or 3245  
Fax: 519-426-9974

**Fire Department**

95 Culver Street  
Simcoe, ON N3Y 2V5  
519-426-4115 Ext: 2423 or 2402  
Fax: 519-426-4140

**Licensing Department**

50 Colborne Street, South  
Simcoe, ON N3Y 4H3  
519-426-5870 Ext: 1357

**Police - OPP**

548 Queensway West  
Simcoe, ON N3Y 4J9  
519-426-3434

FOR OFFICE USE ONLY: Reviewed & Approved by: \_\_\_\_\_

Issuer: \_\_\_\_\_



**Special Event Vendor Safety Requirements Form**

A signed copy of this form must be returned to the Clerk's (licensing) Division at least fourteen (14) days prior to the event.

Event: \_\_\_\_\_

Vendor: \_\_\_\_\_

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

Street Address

City

Province

Postal Code

Telephone: \_\_\_\_\_

**Norfolk County Fire and Rescue Services Fire Safety Requirements:**

All vendors must have a fire extinguisher that has been inspected by a qualified person within a 12 month period and has a tag securely attached.

- a) All vendors must have not less than a 2A10BC extinguisher
- b) All cooking vendors using grease or creating grease laden vapours must have not less than a 40BC or Type K extinguisher

**If you have a tent:**

Your tent may require a fire safety plan if:

- your tent/facility will be used for assembly purposes (beer garden, bingo, gaming setting, theatrical, etc.) or
- more than 30 members of the public will be consuming food and drink in the tent.
- 

If a tent requires a fire alarm system under the Building Code but does not have a fire alarm system a person shall be assigned to fire watch duties. Please contact the Building Division to determine if your tent requires a fire alarm system.

For information on how to perform your fire watch, visit: [norfolkcountvfire.ca](http://norfolkcountvfire.ca).

Cooking or other open flame devices shall not be permitted in a tent or air-supported structure unless provisions have been made for such activities under the fire safety plan.

**Other Fire Safety Provisions**

- Open air burning is prohibited without approved burn permits. Fire and Rescue Services must be contacted to obtain a permit.
- Fireworks displays must be in compliance with the Ontario Fire Code and Norfolk County's Fireworks bylaw. Fire and Rescue Services must be contacted to obtain approval



**1. Building Permits Requirements**

- a) All tents or group of tents having an area of 60 square metres (645 square feet) or within 3 metres (9 feet) of a building must have a building permit prior to putting up the tent.
- b) All tents or group of tents having a combined area of 225 square meters (2420 square feet), used for Assembly Occupancy, accommodating more than 30 persons consuming food or drink or containing bleachers must be approved by a Professional Engineer.

**2. Stages**

**Building Department Requirements Building Permit Requirements**

Having consideration for the safety of the performers and the public, a building permit is required for any performance stage that:

- a) exceeds 10 sq m (108 square feet) in area, and
- b) exceeds 600 mm (23 1/2 inches) from walking surface of the stage to finished grade level adjacent to the stage

**Design Requirements**

All structural members and connections including formwork and falsework shall be designed to have sufficient structural capacity and structural integrity to safely and effectively resist all loads, effect of loads and influences that may reasonably be expected and shall satisfy the requirements of Ontario Building Code Part 4 - Structural Design. All performance stages shall be designed by a Professional Engineer.

**3. Technical Standards & Safety Authority Requirements**

Organizers must comply with the requirements of the TSSA for operation of amusement devices (ie. amusement rides, water slides, go-karts and inflatable/bounce devices), appliances and fuel requirements. Refer to: [www.tssa.ca](http://www.tssa.ca) for further information.

**4. Electrical Safety Authority Code Requirements**

Under the provisions of the Ontario Electrical Safety Code, any electrical equipment installed in Ontario, temporary or otherwise, must have an application for inspection. This includes all film, television, live performance or event productions. Failure to comply could result in unsafe working sites, production downtime and/or fines.

An application for electrical inspection must be filed, at least 48 hours prior to the production set up with the ESA Customer Service Centre, Cambridge at 877-372-7233 / Fax 800-667-4278/ Email: [esa.cambridge@electricalsafetv.on.ca](mailto:esa.cambridge@electricalsafetv.on.ca).

By signature, the vendor certifies that they understand and will comply with the above conditions. Non-compliance may result in your license being revoked.

**5. Food Safety/Public Health Requirements**

Food providers must ensure that food and beverage items are offered in a manner that is in compliance with Food Premises - R.R.O.1990, REGULATION 562 and the Health Protection and Promotion Act. Please visit: <http://hnhu.org/health-topic/food-safety-at-special-events/> to learn more about these regulations. Failure to comply may result in enforcement action or closure of the special event premise.

All food providers must submit a Haldimand-Norfolk Health Unit Special Event Food Provider's Application package to the health unit at least thirty 30 days prior to the start date of the special event which can be obtained from this link: <http://hnhu.org/wp-content/uploads/Special-Event-Food-Provider-Application.pdf>. The Haldimand-Norfolk Health Unit reserves the right to not approve late applications.

The organizer/applicant should be satisfied that all vendors have complied with the aforementioned safety requirements. Non-compliance may result in your license being revoked.

By signature, the vendor certifies that they understand and will comply with the above conditions. Non-compliance may result in your license being revoked.

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

Last Form Revision: December 15, 2015