



December 15/17

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: _____

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 600 square feet, or 55 square meters) - Required

Health - Required

Fire – Required

BBQ’s – Must be commercial grade, 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

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

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