



THE CORPORATION OF THE TOWN OF OAKVILLE
1225 Trafalgar Road
Oakville Ontario, L6H 0H3
Telephone: 905-845-6601 Fax: 905-815-6607

2020 APPLICATION TO LICENCE A FOODSHOP – SPECIAL EVENT

FEE: \$205.00 – PER EVENT (non-refundable, non-transferable)

The following must be fully completed and submitted along with all required documents and the applicable fee.

Applications may be submitted as follows:

- In Person at ServiceOakville, 1225 Trafalgar Road;
- By Mail to: Enforcement Services, Town of Oakville, 1225 Trafalgar Road, Oakville, ON L6H 0H3

Special Event Name & Address Location: _____

BUSINESS:

NAME: _____

BUSINESS OWNER: _____

ADDRESS: _____ UNIT: _____ CITY/TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

CORPORATE NUMBER: _____ Sole Proprietor: _____ Partnership: _____

APPLICANT:

NAME: _____

ADDRESS: _____ UNIT: _____ CITY/TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

The following documents must be included with this application.

- If a corporation, provide a copy of the incorporating documents and corporate number.
- If partnership, provide a list of names, date of birth and address of each partner.
- Certificate of Public Liability Insurance in the amount of two million dollars (\$2,000,000). The Town of Oakville and address **must** appear on the certificate as either “**Additional Insured**” or “**Certificate Holder**” in order to provide the Town at least ten days’ notice in writing prior to cancellation, expiration or change of policy.
- Confirmation of approval in writing, indicating no objections to participation in the special event from the Medical Officer of Health for the Region of Halton. To obtain your confirmation, please contact your Event Organizer. Health inspections will be conducted on the day of the event.
- Provide date(s) and hours of operating your Food Shop – Special Event

Please be advised:

- Incomplete applications will not be accepted and will be returned.
- It is an offence to operate a business without a licence and charges may be laid without additional notice

I hereby declare that I will comply with the provisions of all by-laws pertaining to the licence for which I am applying.

Signature

Date

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ENFORCEMENT USE ONLY:

Total Fees: _____ Receipt No. _____ Licence No. _____

Corp. Doc. _____ Insurance: _____ Health: _____ Date Issued: _____

Note: Personal information on this form is collected under the authority of the *Municipal Act* and the Town of Oakville Licensing By-law and will be used for business licensing and regulating. Questions about this collection should be directed to Municipal Enforcement Services, 1225 Trafalgar Road, Oakville, Ontario, L6H 0H3, telephone, 905-845-6601.