



ADDENDUM A
APPLICATION FOR
SPECIAL EVENT REFRESHMENT VEHICLE APPROVAL
Pursuant to By-laws # 043-2015 & 090-2016

Event Information

PROPOSED EVENT: _____

PROPOSED DATES: _____

Applicant Information

NAME: _____

ADDRESS: _____

PHONE #: _____ EMAIL: _____

Business Information

BUSINESS NAME: _____

PROPOSED LOCATION: _____

LIST OF MAIN MENU ITEMS: _____

Refreshment Vehicle Information

VEHICLE YEAR, MAKE & MODEL: _____

VEHICLE PLATE: _____

Refreshment Vehicle History

Have you ever been refused a Municipal Licence or had one suspended or revoked?

YES ___ NO ___ If yes, details: _____

Food Vendor and Refreshment Vehicle Requirements

Refreshment Vehicles (as defined in By-law 043 – 2015)

- Cooking appliances that produce grease laden vapours and smoke must be equipped with an approved fixed fire extinguishing system and commercial exhaust hood system as per N.F.P.A. #96 (National Fire Protection Association) – “Standard for the Removal of Grease Laden Vapors and Smoke from Commercial Cooking Equipment”.
- Where a fixed extinguishing /hood system is present, a valid (within six months from the date of the event) certificate of service/inspection issued by a qualified person shall be provided.
- Every refreshment vehicle shall be equipped with a portable fire extinguisher with a minimum 2A/10BC rating. Where an approved fixed extinguishing system is required, a portable “K” class fire extinguisher shall be provided.

- Every refreshment vehicle that uses/produces grease during their operation must have a container with a lid for used grease storage. The owner/operator of the refreshment vehicle is responsible for proper disposal of grease. No dumping of grease is permitted within the Town of Cobourg. As per Sewer Use By-Law 22-2008 contamination of the natural environment or receiving waters with a contaminant (such as grease) could result in set fines under the Provincial Offences Act <https://www.cobourg.ca/en/town-hall/Bylaws.aspx>
- A Field Approval Notice issued by the Technical Standards and Safety Authority (TSSA) and a valid Annual Inspection Certificate (per TSSA Director's Order #FS-056-06) shall be provided. TSSA is the authority having jurisdiction over propane/natural gas equipment. The local TSSA inspector shall be notified prior to the operation of every refreshment vehicle by calling 1.705.761.1802.
- A valid Certificate of Inspection issued by the Electrical Safety Authority (ESA) shall be provided. ESA is the authority having jurisdiction over all electrical installations, including portable generators. Inquiries regarding applicable permits shall be made directly to the ESA at 1.877.372.7233.

Refreshment Tents / Stands & Open Air Food Vendors

- Deep fat fryers shall not be used unless equipped with an approved fixed fire extinguishing system as per N.F.P.A. #96 (National Fire Protection Association) – “Standard for the Removal of Grease Laden Vapors and Smoke from Commercial Cooking Equipment”.
- Where a fixed extinguishing system is present, a valid (within six months from the date of the event) certificate of service/inspection issued by a qualified person shall be provided.
- Every refreshment tent / stand & open air food vendor shall be provided with a portable fire extinguisher with a minimum 2A/10BC rating. Where an approved fixed extinguishing system is required, a portable “K” class fire extinguisher shall be provided.
- TSSA and ESA requirements (as stated above) may be applicable.
- Tents and canopies used to shelter cooking equipment shall be flame retardant and shall not exceed 120 square feet in area. (i.e. 10' x 12').
- A minimum clearance of 3m (10') shall be maintained between cooking equipment and all other non-flame retardant tents, combustible structures and large tents used for assembly occupancy.
- A minimum clearance of 10m (33') shall be maintained between cooking equipment and designated heritage buildings, including the Victoria Park band shell, Fire Hall Theatre, Market Building and Victoria Hall.
- All cooking equipment shall be kept a safe distance from overhanging trees and other foliage
- Each Tent/Stand & Open Air Food Vendor that uses/produces grease during their operation must have a container with a lid for used grease storage. The owner/operator of the refreshment vehicle is responsible for proper disposal of grease. No dumping of grease is permitted within the Town of Cobourg. As per Sewer Use By-Law 22-2008 contamination of the natural environment or receiving waters with a contaminant (such as grease) could result in set fines under the Provincial Offences Act. <https://www.cobourg.ca/en/town-hall/Bylaws.aspx>

Declaration

I am the Applicant herein and I am aware that specific information must be obtained in order to process this application. I acknowledge that the foregoing information may contain "personal information" as defined under Municipal Freedom of Information and Protection Privacy Act, 1990, and that such information is required pursuant to the provisions of the Municipal Act and will be utilized by the Town for the administration of this Special Event Refreshment Vehicle Licence. I certify the above information to be correct in all respects. I hereby agree to comply with all requirements of By-laws #043-2015 & 090-2016 relating to Refreshment Vehicle Licences.

Signature of Applicant

Date

Required Documentation – Completed by Community Organization

As per Refreshment Vehicle By-laws # 043-2015 & 090-2016, the Community Organization sponsoring the Event is responsible for ensuring that a Refreshment Vehicle Operator complies with all By-laws.

The Community Organization is also responsible for verifying each Applicant has obtained the following required documentation and ensure that the documentation is valid and current.

All Refreshment Vehicles licensed under this Special Event Licence are required to maintain and keep on hand at all times the following required documentation.

- | | | | |
|--------------------------|--------------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | Written Approval of Organizer | <input type="checkbox"/> | CIR, Criminal Information Record |
| <input type="checkbox"/> | Insurance Policy (\$5 million) | <input type="checkbox"/> | Fire Department Approval Report |
| <input type="checkbox"/> | Public Health Inspector Report | <input type="checkbox"/> | Proof of Ownership |

Declaration by Community Organization Sponsoring Event

COMMUNITY ORGANIZATION: _____

NAME OF REPRESENTATIVE: _____

ADDRESS: _____

PHONE #: _____ EMAIL: _____

I represent the Community Organization Sponsoring this Event. I have inspected and verified all the required documentation for this Refreshment Vehicle Licence Applicant herein and certify that the Refreshment Vehicle Licence Applicant herein complies with all aspects of Refreshment Vehicle By-laws # 043-2015 & 090-2016.

As the Indemnitor, I undertake to indemnify the Corporation of the Town of Cobourg from any and all liability, loss, or damage the Corporation of the Town of Cobourg may suffer as a result of claims demands, costs, or judgements against the Corporation of the Town of Cobourg arising from the operation and services of this Refreshment Vehicle licensed by the Corporation of the Town of Cobourg in accordance with the provisions contained in By-laws # 043-2015 & 090-2016, being By-laws to license, regulate refreshment vehicles within the Town of Cobourg.

Signature of Representative of Community Organization

Date

*Personal Information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 c. M56, as amended. Inquiries about the collection of personal information should be directed to the Municipal Clerk.

For Town of Cobourg Use Only

Received by: _____

Date Received: _____

Licence Issue Date: _____

Assigned Licence #:

Authorizing Signature: _____

Licence is only valid from Start Date of Special Event to End Date of Special Event.