

## REQUIREMENTS FOR: CARNIVALS

### Please Read:

- **ALL LICENCE APPLICATIONS MUST BE SUBMITTED IN PERSON BY THE OWNER, or A REPRESENTATIVE OF THE OWNER**
- **APPLICATION(S) TO THE HALTON REGION HEALTH UNIT MUST BE COMPLETED FOR FOOD BOOTHS – contact the Halton Region Health Unit at 905-825-6000 for further information. Confirmation that this has been completed must be received by the Licensing Officer prior to issuance of licence.**

### Requirements to be submitted at time of application:

#### General:

- Completed Business Licence application form (must be completed and signed by business owner)
- Business Licence Fee
- Zoning Approval (2<sup>nd</sup> floor, Planning Department, City Hall)
- Proof of age of business owner (i.e. birth certificate, passport, valid driver's licence)
- Master Business Licence and/or Articles of Incorporation
- Letter of permission or Deed  
If not the registered owner of the property -- must submit a **letter of permission from property owner, specifically detailing permission to use property for a carnival**  
If registered owner of the property – must submit a **copy of the registered deed**
- Copy of the Commercial General Liability (CGL) insurance policy for minimum of \$2,000,000
- A sketch of the property on which the Carnival is to be held showing the location of the Carnival on that property and its location relative to surrounding properties.
- Where the Carnival includes amusement devices:
  - A list of all amusement devices to be operated at the proposed Carnival
  - A copy of a valid and current licence to carry on business in Ontario issued by the Technical Standard & Safety Authority, or its successor
  - A copy of the Amusement Device Permit issued by the Technical Standards Safety Authority, or its successor for each ride.