

**REQUIREMENTS FOR:**

**General Transient Trader and Door to Door Sales**

**Please Read:**

- **ALL LICENCE APPLICATIONS MUST BE SUBMITTED IN PERSON BY THE OWNER, or A REPRESENTATIVE OF THE OWNER**
- **ALL APPLICATIONS MUST BE SUBMITTED AT LEAST ONE to TWO WEEKS PRIOR TO THE EVENT DATE**
- **IS FOOD BEING SOLD AT THIS EVENT?**  
*IF SO, YOU ARE REQUIRED TO CONTACT THE HALTON REGION HEALTH DEPARTMENT AT 905-825-6000, EXT 7362. PROOF OF CONTACT WITH REGION HEALTH DEPARTMENT MUST ACCOMPANY BUSINESS LICENCE APPLICATION.*

**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
- Proof of age of business owner  
- Birth certificate, passport, valid driver's licence
- Zoning Approval (2<sup>nd</sup> floor, Planning Department, City Hall)  
Private facilities – Zoning required  
City facilities/Door to Door Sales – Zoning not required
- Master Business Licence and/or Articles of Incorporation
- List of goods, wares, merchandise for sale.
- Confirmation that you have the facility booked for your event.  
*Private Facility: Copy of Rental Agreement*  
*City Facility: Parks and Rec "Rental Requirements to Issue a Permit" form (see sample on reverse)*

**Charitable/Not for Profit - you must also provide:**

- Letters of Patent/Articles of Incorporation specifically stating the organization is "not for the purpose of gain"

## SAMPLE OF REQUIRED FORM FROM PARKS & RECREATION

### Parks & Recreation Rental Requirements to Issue a Permit

Main Contact: \_\_\_\_\_ Facility: \_\_\_\_\_ Event Name/Activity: \_\_\_\_\_  
\_\_\_\_\_ Event Date: \_\_\_\_\_ Permit #: \_\_\_\_\_

**Permit on file at:** \_\_\_\_\_

**INDICATE RECEIPT OF REQUIRED ITEMS**

**ONE COPY TO CUSTOMER (CIRCLE REQUIREMENTS  ).**

**ONE COPY TO REMAIN WITH THE PERMIT IN PENDING FILE.**

**1. ALL rentals:**

**Insurance required.** If Customer providing own certificate

Naming City of Burlington as co-insured. Liability limit as per requirement.

The name of the person (group) appearing on the permit must match this name on Certificate

The expiry date must be current

The activities for which the rental(s) is covering must be listed on the certificate

Liability coverage as per required listing

Signature of insurer's authorized representative

Gameday User Group program purchased

Floor plan submitted to Customer Service (for alcohol event, indicate the bar/beer garden's location) To Facility Ops on: \_\_\_\_\_

Reviewed parking requirements

**2. SPECIAL EVENT rentals; additional requirements:**

Obtained license and insurance for: \_\_\_\_\_

**3. FOOD being sold/provided to the community during an event that is open to the public:**

User notified the Halton Region Health Department of food sale and provide a copy of communication to City of Burlington Customer Service .  
(valentina.satsoura@halton.ca or 905-825-6000)

**Confirmation notice received in writing from Customer**

**4. ALCOHOL being served:**

Special Occasion Permit (SOP) or copy of Catering Contract (Contact LCBO or visit the Alcohol and Gaming Commission of Ontario website at [www.agco.on.ca](http://www.agco.on.ca))

Provided a list of Smart Serve servers (List includes full name, phone number and Smart Serve Certificate #s of each server).

Municipal Alcohol Policy Checklist provided to Customer on: \_\_\_\_\_

Appendix B signed

Security/Damage Deposit required. Amount: \_\_\_\_\_

Beer Garden letter (summer outdoor only) provided on: \_\_\_\_\_

Beer Garden signage required (bartender, price list, persons under 19) with \$200 deposit fee provided on: \_\_\_\_\_

Additional staffing requirements for the facility

**5. MUSIC being played,:**

SOCAN fees applied (with or without dancing) for socials, dances or receptions only.

**6. GAMES OF CHANCE being played:**

Gaming License from the City of Burlington Planning & Building Dept. (905-335-7600 ext. 7551)

Customer to bring this form to City of Burlington Planning & Building Dept

**Confirmation notice received form** Planning & Building Dept

**7. SALE of merchandise or services:**

Transient Trader Business License from the City of Burlington Building Dept. (905-335-7731) or email [building@burlington.ca](mailto:building@burlington.ca)

Customer to bring this form to City of Burlington Planning & Building Dept (lower level City Hall)

**Confirmation notice received form** City of Burlington Building Dept

**All requirements received and permit issued: Date:** \_\_\_\_\_

**COB Staff Signature:** \_\_\_\_\_

**Client Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_