



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

### Event Information

EVENT: \_\_\_\_\_

EVENT 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 License 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.

- 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

#### **Vendor Grease/Oil Protocol**

- As per By-Law 22-2008, a By-Law to control the discharged to the municipal sewer system, there is to be no disposing of grease into ditches, drains, sewers or catch basins within the Town of Cobourg. Such activity would be in violation of part 2(2) (1) and may result in a fine of up to \$300 per instance
- Vendors must have adequately sized pails and/or barrels for their waste oil and grease as well as transport pails
- Provide name and contact information of company that collects vendor's waste oil/grease after/during event:

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### **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 License. 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 Licenses.

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 License 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. Our organization has inspected the required documentation for this Refreshment Vehicle License Applicant herein and certify that the contents in this Special Event Refreshment Vehicle License Application are, to the best of my knowledge and information, true and accurate.

\_\_\_\_\_  
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: \_\_\_\_\_

License Issue Date: \_\_\_\_\_

Assigned License #:

Authorizing Signature: \_\_\_\_\_

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