

Date of Application: \_\_\_\_\_

Business Contact Information	
Name of Business:	
Business Address:	
Phone Number:	
Email:	

Business Owner Contact Information		
Business Owner Name:		
Business Operator Name (If different from Owner):		
Mailing Address:		
Phone Number:		Cell:
Email:		

Business Information	
Type of Sales:	
Method of Sales: (Cart, vehicle, stand, etc.)	
Days of Operation:	
Hours of Operation:	
Sales Location:	

Local events are frequently seeking vendors to participate, and to better connect vendors with these opportunities, we would like to include your business information on the Town of Pelham website. This information would be published for the duration of the calendar year. Do you consent to having your business information published on the Town's website?    Yes    No

I/We \_\_\_\_\_ hereby make application for the above-noted licence and agree to operate said business in accordance with the by-laws and regulation of the Town of Pelham. I/We hereby certify that the information contained in this application is true and correct.

 \_\_\_\_\_  
 Signature of Applicant(s)

 \_\_\_\_\_  
 Signature of Applicant(s)

Please provide the following information to the Clerk’s Department together with the complete application form:

Type of vehicle and serial number: \_\_\_\_\_

Required Documentation	
MTO Valid & Safety Standard Certificate <i>*Required for Refreshment Vending Vehicle</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certificate of Compliance under the Ontario Propane Code (TSSA Inspection Certificate) <i>*Required if propane is being used</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Payment (Cash/ Cheque/ Debit) \$250 for Annual Vendor Licence/ \$25 for Temporary Vendor Licence	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approval Letter from Public Health	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approval Letter from Fire Services <i>*Additional fee may inspection will apply</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Site Plan of Location of Sale	<input type="checkbox"/> Yes <input type="checkbox"/> No
Permission Letter of Property Owner <i>*If applicable</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certificate of General Liability insurance Non-Food Vendor: \$3 Million Dollars   Food Vendor: \$5 Million Dollars	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Additional Information:**

1. Receipt of a Town of Pelham Vendor Licence does not guarantee participation in any Town of Pelham Special Events or other events. Vendors are required to apply directly with the appropriate event organizer to secure participation.
2. All applicable documentation as identified above must be submitted with the completed application.
3. Please submit your completed application and supporting documentation to the Town of Pelham Clerk’s Department by:
  - a. Email: [clerks@pelham.ca](mailto:clerks@pelham.ca)
  - b. Regular Mail: Town of Pelham, Town Hall, P.O. Box 400, 20 Pelham Town Square, Fonthill, Ontario, L0S 1C0
  - c. In person/ Town Drop-Box: Town of Pelham, Town Hall, P.O. Box 400, 20 Pelham Town Square, Fonthill, Ontario, L0S 1C0
4. This application is a public document. All information set out in this document will be released to any person who makes a request for this information.