



Community Special Events and Farmers' Markets Event Coordinator/Organizer Application Form

This application form **must** be submitted to the Durham Region Health Department (DRHD) **30 days prior** to any event/market. Each food vendor **must** submit their completed application form to the DRHD at least **15 days prior** to the event/market. Events/markets must comply with the current Requirements for Community Special Events, the Food Premises Regulation 493/17, under the Health Protection and Promotion Act, R.S.O., 1990 as amended, Part 8 of the Building Code, under the Building Code Act, R.S.O., 1992, Smoke-Free Ontario Act, 2017, Durham Smoke and Vape By-Law, and all other applicable legislation and by-laws.

Submit completed application form via email to ehl@durham.ca, fax 905-666-1887, or deliver/mail to 101 Consumers Drive, second floor, Whitby, ON, L1N 1C4 or 181 Perry Street, second floor, Port Perry, ON, L9L 1B8.

Event/Market Information	
Name of Proposed Event/Market:	Proposed Location (Address) and Municipality:
Date(s) of Operation: (dd/mm/yy)	Expected Daily Attendance: _____
Time(s) of Operation: (e.g. A.M. – P.M.)	Expected number of Food Vendors: _____
	Expected number of Non-Food Vendors: _____
Coordinator/Organizer Information	
Name of Sponsoring Group or Agency:	Contact Person and Mailing Address:
Legal Name, if applicable (i.e. Corporation Name/Number):	Phone:
	Business phone or Cell:
	Email:
	Website/Social Media Handle:
Services	
Will there be selling or serving of alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will there be any personal services offered such as tattooing or body piercing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will there be a petting zoo? (i.e., any event where public contact with animals is allowed and/or encouraged, such as a petting corral or open farm) <input type="checkbox"/> Yes <input type="checkbox"/> No	

Water Source and Waste Disposal

Potable Water Source:

Is your water supply line made of food grade material? Yes No n/a

Select the type of water supply being used:
 Municipal Supply Commercially bottled Well Other n/a
 Hauled Municipal Water

Company Name, Address, and Phone Number of Water Hauler, if applicable:

Hydro:

Electricity available to vendors: Yes No
 Back-up power available: Yes No

Sewage and Garbage Disposal:

Method of sewage disposal: Municipal Private/Septic Portable Toilets

Number of garbage receptacle on-site: _____ Number of dumpsters on-site: _____
 Garbage will be disposed of: Daily Other, please explain: _____
 Person responsible for garbage disposal: _____ Phone number: _____

Sanitary Facilities:

Number of Portable Toilets: _____ Number of Permanent Toilets: _____
 Number of Portable Hand Wash Basins: _____ Number of Permanent Hand Wash Basins: _____

Smoke-Free Ontario Act, 2017 and Durham Smoke and Vape By-Law Compliance:

Note: Smoking and/or vaping are prohibited on all municipal properties and within 20 metres of public parks.

Patios

Smoking is prohibited on patios where food and drink is served, including outdoor areas operated in conjunction with food and beverage sales, where seating and/or tables are provided for patrons to consume their meal or beverage.

Number of patio areas: _____ Number of Smoke-Free Ontario signs needed (min. 2 per patio area): _____

Tobacco Sales and Promotion

Cigarettes and other tobacco products cannot be sold without regulatory compliance with the Smoke-Free Ontario Act (SFOA) and the Tobacco Tax Act (TTA).

Vendors selling tobacco: Yes No

Tobacco Retail Dealer's Permit Number: _____

Note: It is against the law to promote or display tobacco brands and tobacco products in Ontario in most circumstances.

Smoke-Free Signage for Buildings, Tents, Portable Toilets, and Work Vehicles

All workplaces (including work vehicles) and public places are required to have provincial smoke-free signs posted at entrances, exits, and washrooms.

Number of Smoke-Free Ontario signs needed: _____

Site Plan for Event

Provide a drawing of the layout of the event in the box below (electronic layout/drawing is acceptable). You should consider including the following items in your drawing, if applicable:

- Food Vendors
- Washroom facilities
- Public hand wash stations
- Garbage disposal
- Electrical sources
- Water sources
- Patio

Additional information may be added such as location of existing buildings, location of private sewage systems, topographical characteristics (such as roads, ponds, streams, etc.), personal service vendors, petting zoos, and any other details that are necessary to properly access the site.

Please attach separate sheet(s) of paper, if more space is required for the layout of the site plan for event.

Site drawing:

Vendor Registration List

Name of Special Event or Farmers' Market:

Note: For Farmers' Markets, please list all food and non-food vendors.

Business Name	Owner's Name	Mailing Address	Phone number	E-Mail

Health Department Use Only

Application Approved: Yes No Subject to Requirements Nexus number: _____

Advised Coordinator/Organizer to provide Requirements for Community Special Events to each Vendor

Referred to Tobacco Enforcement Officer – Date: _____

Referred to PSS/IDPC Inspector – Date: _____

Referred to Part 8 Inspector – Date: _____

Well Information:

Well Address/Location:

Well type Drilled Dug/Bored

Treatment: No Yes, if "Yes" what type Chlorine U/V and filter

Other, specify: _____

Water sample to be taken two weeks prior to the event.

Water sample taken: No Yes, if "Yes" – date taken:

Water sample satisfactory: Yes No, if "No" – resample taken: Yes No Date taken:

Water sample results: Initial sample E. coli _____ Total coliforms _____

Inspector's Comments/Requirements:

Date: _____ Inspector's Name: _____ Signature: _____

Durham Region Health Department – Health Protection Div.
101 Consumers Drive, Whitby, ON L1N 1C4
Phone: 905-668-2020 Fax: 905-666-1887 ehl@durham.ca

Durham Region Health Department – Port Perry Office
181 Perry Street, Port Perry, ON L9L 1B8
Phone: 905-985-4889 Fax: 905-982-0840 ehl@durham.ca

[Personal] Information is collected under the authority of Health Protection and Promotion Act R.S.O. 1990 c.H.7, X. 5 (as amended). This information is collected and used for the purpose of preventing, eliminating and/or decreasing the effects of a health hazard. Questions about this collection of information should be addressed to Durham Region Health Department, Manager, Health Information, Privacy and Security at 605 Rossland Rd E, P.O. Box 730, Whitby, ON L1N 0B2, (905) 668-7711. Information available in alternate formats.