

City of Woodstock

Business Operated On A Temporary Basis Application

Municipal Code 591

[Click here to read by-law](#)

OFFICE USE ONLY

Date Received _____

Licence # _____

Date Issued _____

General Information

Please Print

Class:

(see reverse for descriptions and fees)

Applicant's Name (first and last)

Business (or Corporation) Name

Home/Business Address (complete)

Home/Business Phone Number

Mailing/Billing Address (if different)

Email Address

Event Location(s)

Event Date(s)

Provide a detailed description of the event or merchandise/services to be offered in the box below.

The following documents must be provided prior to licence approval being granted:

1. A **Criminal Records Check** (obtain at your local Police Station- valid for one year from date of issue) is required for the individual signing the application. When that individual will not be working the event, a Criminal Records Check will also be required for the on-site event manager.
2. A **Certificate of Insurance** showing proof of a minimum of \$2,000,000 liability insurance covering the temporary business/event.
3. A **list of vendors** attending the event, including any Refreshment Vehicles, if applicable.
4. Any additional information that is requested by the City Clerk.

I hereby certify that I have read and understand the information contained in this application. I further certify that the information contained in this application is true and I agree that I will abide by all of the provisions of the City of Woodstock Municipal Code Section 591 and amendments thereto and any other applicable municipal regulations that may apply to the operation of a Business Operated on a Temporary Basis Licence. The licensing fee has been submitted with this application. Applications must be submitted a minimum of 14-21 business days prior to the event date and will be delayed if all requested information and documentation is not received to the Clerk's Department in a timely manner.

Signature of Applicant

(entering your name is representative of your signature)

Signature of Witness

(entering your name is representative of your signature)

Today's Date: _____

CLASS 1 “Door to Door Sales” shall include any business, person or organization which engages in the solicitation, sale, purchase or rental of goods, wares, merchandise or services, or has aforementioned actions conducted on their behalf, on a door to door basis. *(Fee - \$140.00 per year)*

CLASS 2 “Door to Door Salesperson” shall include any person who engages in the solicitation, sale, purchase, or rental of goods, wares merchandise, or services on a door to door basis including salespersons or agents. *(Fee - \$80.00 per year)*

CLASS 3 “Day Sales” shall include the sale of manufactured goods such as but not limited to electronics, sports equipment and tools for a maximum period of one day from one specific location per calendar year such as, but not limited to, a parking lot or vacant commercial facility where such use is permitted under the City Zoning By-law. *(Fee - \$650.00 per day)*

CLASS 4 “Craft Show” shall include the exhibiting or offering for sale on a temporary basis at one location by Canadian crafts people, goods, wares or merchandise which they themselves have produced where such use is permitted under the City Zoning by-law. *(Fee - \$140.00 per event, Non Profit \$55 per event)*

CLASS 5 “Trade Show” shall include the exhibiting or offering for sale on a temporary basis at one location by several manufacturers or distributors, goods, wares or merchandise which they themselves have produced or manufactured or are distributing on behalf of the producer or manufacturer; but excludes a consumer show or trade show operating as an integral part of a convention or conference, where such use is permitted under the City Zoning by-law. *(Fee - \$140.00 per event, Non Profit \$55 per event)*

CLASS 6 “Antique/Collectible Show/Flea market” shall include the exhibiting or offering for sale on a temporary basis at one location, antique or collectible goods, wares or merchandise where such is permitted under the City Zoning By-law. *(Fee - \$140.00 per event, Non Profit \$55 per event)*

CLASS 7 “Event Sales” shall include the exhibiting or offering for sale on a temporary basis at one location by several manufacturers or distributors, goods, wares or merchandise which are associated with the organized occasion such as a social function or sports competition or a significant occurrence being conducted where such use is permitted under the City Zoning By-law. *(Fee - \$80.00 per event, Non Profit \$55 per event)*

CLASS 8 “Seasonal Sales” shall include temporary businesses such as but not limited to gardening product sales, Christmas Tree sales and farm produce for a period of up to 5 months from one specific location such as but not limited to, a parking lot or vacant lot and may include the use of temporary structure such as a green house, sales office or shelter where the use is permitted in under the City Zoning by-law. *(Fee: \$130.00 per month/per location)*

CLASS 9 “General” shall include any business operated on a temporary basis excluding Classes 1,2,4,5,6,7,& 8 as defined in Section 591.2.6 where the use is permitted in the City Zoning By-law. The sale of manufactured goods is not eligible to be licensed under this clause being subject to the provisions of Class 3. *(Fee: \$110.00 per day/per location)*

- Charitable, religious and non-profit organizations that have a chapter in the County of Oxford shall pay a reduced fee as set out in Section 591.5.1, for Classes 4, 5, 6 and 7. The fee for an event conducted by a charitable, religious or non-profit organization shall be \$55 per event.
- Oxford County residents shall require a licence but be exempt from the fee for a door-to-door sales person in Section 519.5.1, Class 2, when acting on behalf of a charitable or non-profit organization that has a chapter in the County of Oxford selling goods or merchandise as a fundraising event. **Charitable – religious – non – profit organization shall be defined as any organization that meets the eligibility criteria under the AGCO guidelines.**
- If applicable, Fire Department **approval may take up to 14 business days** once the application for the Business on a Temporary Basis is received by the Clerk’s Department.

Issuance of this licence may be subject to the following department approvals:

Chief Building Official
City Clerk

Fire Department
Southwestern Public Health

Police Department

Notice of Collection

Personal information contained on this form is collected by the Corporation of Woodstock under the authority of the *Municipal Act* and will be used by the City in making decisions on this Business Operated on a Temporary Basis Licence. Questions about the collection of this information may be made to the Manager of Corporate Services, 500 Dundas Street, P.O. Box 1539, Woodstock, Ontario, N4S 0A7, or by telephoning 519-539-2382 ext. 2504, during business hours.