

# Catering Online Application Requirements

\*\* A new online process for business licensing applications and renewals has been implemented.

The online application process and form is available on the City website

<https://www.brampton.ca/EN/Business/Licensing/Pages/Stationary-Licence-Requirements.aspx>

Requests for licences and renewals will only be accepted through the online application process.\*\*



## Requirements for obtaining the above licence:

1. **Licence Application Form**

Business and Owner information to be entered online.

2. **Zoning Approval** \* **Class A only**

application will be forwarded to our zoning division for review of location of the business. Please provide complete address of business.

3. **Certificate of Insurance**

The insurance form must be completed and signed by your insurer showing evidence of \$2,000,000 (minimum) Commercial General Liability. It is the business owner's responsibility for uploading the insurance certificate on online application

4. **Health Department Approval**

PASS CARD or Inspection Report issued by your local Health Department.

5. **Articles of Incorporation and Business Name Registration**

- (Business name registration is required when a business is operating as a different name from the corporation, unless the business is a franchise)

6. **Municipal Business licence \* Class B only**

\*Every Class B Licensee must provide proof that they have a valid business licence in the municipality in which the Premises is located, if required under local municipal by-law

7. **Fee** – \* \$209 – Class A

\* \$25 – Class B

Once your application form is reviewed, a link to the payment option will be sent to the email provided on the application.

- **Expiry Date** – January 31<sup>st</sup> of every year

**\*Class A:** In Town Catering

**\*Class B:** Out-of-Town Catering

Once your application has been reviewed and approved your payment will be processed.

A conditional licence will be issued valid for 90 days without health inspection. Licence will be issued without conditions once the Region of Peel has provided no objection for issuance of the licence following inspection.

# SCHEDULE 6 TO THE STATIONARY BUSINESS LICENSING BY-LAW RELATING TO

## CATERERS

1. In this Schedule:

“Food Check Peel Sign” means a certificate in a form approved by the Medical Officer of Health which sets out the results of the most recent inspection conducted under Regulation 562-90 of the *Health Protection and Promotion Act*, R.S.O. 1990, c. H.7, as amended, or any successor legislation, which states that the establishment was in compliance with the conditions required for safe handling of food at the time of the inspection (i.e. Red, Yellow, Green signs posted at Premises).

2. A Catering Licence is not required:

- (a) Where the only food items offered for sale are non-hazardous, low-risk food items, pre-packaged food items, or a combination of low-risk food items and pre-packaged food items including but not limited to chocolate bars, potato chips and canned or bottled beverages and foods that are not considered to be a “potentially hazardous food” according to Ontario Regulation 493/17 Food Premises, enforced by the Region of Peel Health Department;
- (b) Where the food Premises is a cafeteria that is operated directly by a Municipal, Provincial or Federal Government, University, College, Public School, Separate School, Private School, or Boards of Education including provincially regulated daycares;
- (c) Not for profit organizations such as food banks, and places of worship.

3. No Person or Individual shall operate as a Caterer unless the Person or Individual obtains the appropriate class of Catering Licence under this Schedule, the classes of which are described as follows:

- (a) “Class A - In-Town Catering” includes any business Premises which is located within the City of Brampton, where food intended for human consumption is prepared for sale to the public, then transported for distribution including but not limited to; conference centers; banquet halls; community centers; etc.
  - i. Every Applicant for a new “Class A - In-Town Catering” Licence who meets all the requirements under this By-law shall be issued a conditional Licence which is valid for 90 days or until such time as a Food Check Peel Sign is obtained or refused by the Medical Officer of Health.
  - ii. Every Class A Licensee of a conditional In-Town Catering Licence who obtains a Food Check Peel Sign within 90 days shall be issued a Licence.
  - iii. Every Licensee of a conditional Fixed Food Premises Licence who fails to obtain a Food Check Peel Sign within 90 days, subject to an extension of time by the Licence Issuer which is solely within his or her discretion, shall not be issued an In-Town Catering Licence and shall no longer be able to operate the Catering Premises under the conditional Licence.
- (b) “Class B - Out-of-Town Catering” includes any business Premises located outside of the City of Brampton, where food intended for human consumption is prepared for sale to the public, then transported for distribution including but not limited to; conference centers; banquet halls; community centers; etc.
  - i. Every Applicant for a new “Class B - Out-of-Town Catering” Licence who meets all the requirements under this By-law shall be issued a Licence.
  - ii. Every Class B Licensee must provide proof that they have a valid business licence in the municipality in which the Premises is located, if required under local municipal by-law.

4. Every Application for the renewal of a Class A Catering Licence must be accompanied by a Food Check Peel Sign issued by the Medical Officer of Health or Peel Region Health Inspector within the preceding 12 month period.

5. Every Person or individual carrying on the business of Catering (Class A and B) shall be responsible for maintaining the Premises and property in a sanitary, clean and litter free condition, and litter containers shall be emptied of waste as often as necessary and must kept clean and odourless as set out in Ont. Reg. 562/90 Food Premises or any successor legislation.
8. Every Class A Licensee under this Schedule shall:
  - (a) Permit a Peel Region Health Inspector to post a Food Check Peel Sign in a clearly visible and conspicuous location at all entrances by which customers may enter the Premises, and where a Premises does not have an entrance by which customers may enter the Premises, the Food Check Peel Sign shall be posted in a clearly visible and conspicuous location at the pick-up window or other location from which customers are served; and
  - (b) Permit a Peel Region Health Inspector, at any reasonable time, to remove a Food Check Peel Sign that has been posted in the establishment.
9. When a Food Check Peel Sign has been removed by a Peel Region Health Inspector under subsection 7.(b), the Person or individual who carries on the business of an In-Town Catering shall not post a copy of a Food Check Peel Sign or any facsimile of it at any location on the Premises.
10. When a Food Check Peel Sign has been removed by a Peel Region Health Inspector, the food Premises shall remain closed to the public until such time as the Premises is re-inspected and approved by the Peel Region Health Inspector.