

# Fixed Food Premises 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 [www.brampton.ca](http://www.brampton.ca) (please refer to the Business Licensing section). 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** - 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.

4. **Health Department Approval** - Region of Peel – 905-799-7700

You must call the above number to book an appointment for inspection. If an inspection has already been conducted a copy of the **food safety inspection report** must be provided.

5. **Articles of Incorporation and/or Business Registration (Master Business Licence)**

- o (master business licence is required when a business is operating as a different name from the corporation, unless the business is a franchise)

6. **Fee** – \$152.00 \*\* 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

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 11 TO BY-LAW # 332-2013

### RELATING TO FIXED FOOD PREMISES

1. In this Schedule:

“Fixed Food Premises” includes every Premises where food intended for human consumption is prepared, stored or offered for sale to the public, including food stores;

“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 Fixed Food Premises Licence is not required:

(a) Where the only food items offered for sale are non-hazardous, pre-packaged “snack/convenience” items such as chocolate bars, potato chips and canned or bottled beverages, considered “low risk” according to the Hazard Assessment Critical Control Point Protocol under the Food Safety Mandatory Program utilized by the Region of Peel Health Department; or

(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 or Boards of Education.

3. (1) Every Applicant for a new Fixed Food Premises Licence who meets all the requirements under this By-law shall be issued a conditional Fixed Food Premises 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.

(2) Every Licensee of a conditional Fixed Food Premises Licence who obtains a Food Check Peel Sign within 90 days shall be issued a Fixed Food Premises Licence.

(3) 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 a Fixed Food Premises Licence and shall no longer be able to operate the Fixed Food Premises under the conditional Fixed Food Premises Licence.

4. Every Application for the renewal of a Fixed Food Premises 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. A Licence issued under this By-law is permission to sell only from inside the location for which the Licence has been issued.

6. Every Person carrying on the business of a Fixed Food Premises shall be responsible for maintaining the Premises and property in a sanitary, clean and litter free condition, and shall provide covered litter containers in a number satisfactory to the Licence Issuer, and the 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.

7. Every 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.

8. When a Food Check Peel Sign has been removed by a Peel Region Health Inspector under subsection 7.(b), the Person who carries on the business of a Fixed Food Premises shall not post a copy of a Food Check Peel Sign or any facsimile of it at any location on the Premises.

9. 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 food Premises is re-inspected and approved by the Peel Region Health Inspector.