

Flea Market 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 (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 office for review of location of the business. Please provide complete address of business.
 - 3. **Floor Plan**
A current legible detailed floor plan must accompany the application.
 - 4. **Certificate of Insurance**
The insurance form must be completed and signed by your insurer showing evidence of \$2,000,000 (minimum) Commercial General Liability.
 - 5. **Fire Department Approval* - (905) 874-2740**
You must call to arrange for an inspection by the Fire Department. Prior to the issuance of a licence written approval from the Fire Department must be received.
***There may be a separate fee for this inspection.**
 - 6. **Business Registration (MASTER BUSINESS LICENCE) and/or Articles of Incorporation**
(master business licence is required when a business is operating as a different name from the corporation, unless the business is a franchise)
 - 7. **Fee - \$3,863.00** ** Once your application is reviewed, a link to the payment option will be sent to the email provided on the application.
- **Expiry Date** - April 30th of every year

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

SCHEDULE 12 TO BY-LAW # 332-2013

RELATING TO FLEA MARKETS

1. In this Schedule:

“Flea Market” means an area, whether enclosed by a building or not, in which individual Stalls are rented to vendors other than the Person who owns the Premises, for the purpose of individually exposing new or used goods and wares for sale and the period of rental is not continuous throughout the year;

“Owner of a Flea Market” includes any Person who operates a Flea market or manages the property at which the market is situated;

“Stall” shall include a table, booth, counter or other similar sales facility, whether within or outside of a building and whether the table, booth, counter or other similar sales facility is or is not readily identifiable as a separate selling unit, and whether or not the table, booth, counter or other similar sales facility has any degree of permanence which is, in fact, being used by an individual vendor within the market.

2. An Applicant for a Flea Market Licence shall:

- (a) agree to maintain a record of the vendors, their names, addresses and phone numbers, together with details as to the type of items to be sold and shall comply with the following requirements:
 - (i) Make all entries in the record at the time of rental or immediately thereafter;
 - (ii) Not knowingly make any false entries in the record;
 - (iii) Preserve all records for at least 2 years; and
 - (iv) Keep the record available for inspection at any reasonable time when requested by the Licence Issuer or Inspector;
- (b) file a floor plan showing where vendors will be located; and
- (c) submit a letter of approval issued by the Fire Chief.

3. Every Licensee under this Schedule shall:

- (a) Ensure orderly conduct is maintained on the Flea Market Premises;
- (b) Be responsible for the conduct of the vendors at the Flea Market;
- (c) Ensure that queues which form for the purpose of gaining entrance to the Premises do not obstruct sidewalks or highways;
- (d) Cooperate with the Licence Issuer to ensure that all required inspections, including building, fire and health inspections, are conducted as required; and
- (e) Provide trash receptacles in sufficient numbers and at suitable locations to keep up with the amount of trash generated by the event and empty the trash receptacles as often as required to prevent overflow.

4. The provisions of this Schedule do not apply to:

- (i) Farmers’ Markets and events that are sponsored by, and benefit Farmers’ Markets;
- (ii) Public markets managed by the City;
- (iii) Agricultural Fairs and events that are sponsored by and benefit Agricultural Fairs;
- (iv) Coin and Stamp trade shows;
- (v) Flea markets that primarily promote original arts and crafts creations;
- (vi) Flea markets raising funds for a charitable organization or a not-for-profit organization as determined by the Licence Issuer provided that the organization has a Revenue Canada number and the profits go to the charitable or not-for-profit organization represented; and
- (vii) An event that takes place indoors at a shopping mall.