

Place of Public Assembly

**** 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.**

A Place of Public Assembly may be issued for one or more of the following categories and the Licence issued pursuant to this Schedule is restricted to the categories identified on the Licence:

Class "A" – ** Public Hall, Banquet Hall, Bingo Hall

Class "B" – Golf Course, Driving Range, Mini Golf

Class "C" – ** Cinema and Theatre

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. **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)
- 5. **Fire Department Approval** (**where applicable) 905-874-2740
An additional fee may be required for this approval.
Class "A" – ** Public Hall, Banquet Hall, Bingo Hall
Class "C" – ** Cinema and Theatre
- 6. **Fee** - \$212.00
 - **Expiry Date** – January 31st of each year

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

SCHEDULE 21 TO BY-LAW # 332-2013

RELATING TO PLACES OF PUBLIC ASSEMBLY

1. For the purpose of this Schedule:

“Place of Public Assembly” shall mean any place open to the public or particular members of the public, including but not limited to Public Halls, banquet halls, private clubs, driving ranges, golf courses, cinemas and theatres, but does not include a personal residence, place of worship and public educational facility;

“Public Hall” means a building or tent with a seating capacity for over 100 persons that is offered for use or used as a Place of Public Assembly, but does not include a theatre.
2. A Place of Public Assembly Licence may be issued for one or more of the following categories and the Licence issued pursuant to this Schedule is restricted to the categories identified on the Licence:
 - (a) “Class A” – Public Hall, Banquet Hall, Bingo Hall
 - (b) “Class B” - Golf Course, Driving Range, Mini Golf
 - (c) “Class C” - Cinema and Theatre
3. Every new Application for a “Class A” and “Class C” Licence or at the discretion of the Licence Issuer for a Licence renewal, shall be accompanied by:
 - (a) A letter of approval from the Fire Chief;
 - (b) A detailed plan of the premises for which the Place of Public Assembly Licence is sought depicting, at a minimum:
 - (i) the perimeter and total area of the premises;
 - (ii) the location and dimensions of exits;
 - (iii) a floor plan depicting dimensions, possible seating arrangements, tables, and bars proposed for the premises; and
 - (i) the location of fire safety systems including fire alarms, emergency lighting, exit signs, sprinklers, standpipe systems and other similar fire safety systems.
4. No Licence fee shall be payable under this By-law for the operation of a Public Hall by any religious organization, where it does not receive any remuneration for the use of its Public Hall.
5. No Licence shall be required under this By-law for the operation of Public Halls by any Municipal, or the Provincial or Federal governments, University, College, Public School, Separate School or Boards of Education in respect of the use of their Public Halls.
6. No Licensee shall:
 - (a) Permit any disorderly conduct to take place on the licensed premises;
 - (b) Permit any person to loiter, create a disturbance or cause undue noise in or about the licensed premises;
 - (c) Fail to ensure the protection of the public health and public safety on the licensed premises; or
 - (d) Permit the licensed premises to be open to the public unless a person over the age of 18 years is present to supervise the use of the licensed premises.
7. Every Person licensed under this Schedule shall provide public washroom facilities in accordance with the requirements of the Ontario Building Code.
8. Every Person licensed under this Schedule shall comply with all applicable requirements of the *Health Protection and Promotion Act*, R.S.O. 1990, c.H. 7. as amended.
9. Where the Applicant for a Licence under this Schedule is not the owner of the property, he or she shall produce a letter from the owner authorizing the use of the property as a Place of Public Assembly.