



City of Welland
WELLAND FIRE AND EMERGENCY SERVICES
Chief Fire Prevention Officer, Tanya Korolow
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SPECIAL OCCASION PERMITS:

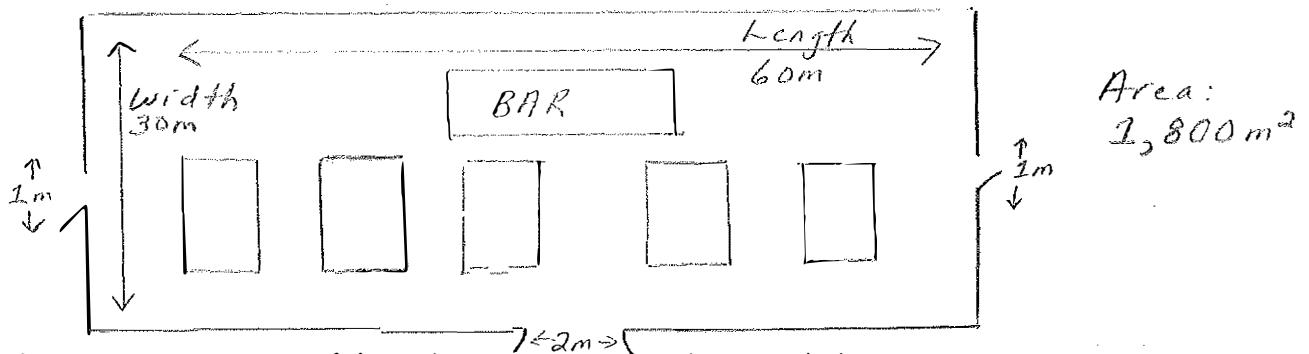
A letter outlining the following must be submitted at least 30 days in advance (or 60 days if more than 5,000 people are expected to attend) to Welland Fire Prevention Division:
fireprevention@welland.ca

- Event name and details.
- Location name, room name, or area.
- Date(s)/time(s) of event.
- Estimated attendance.
- Name and contact information of event organizer.

The following are also required:

Indoor Events:

- A hand drawn floor plan (approx. scale/proportion) must be provided with complete measurements including: length, width and area of room, location and width of exits, bar and table set up (to ensure exit routes).



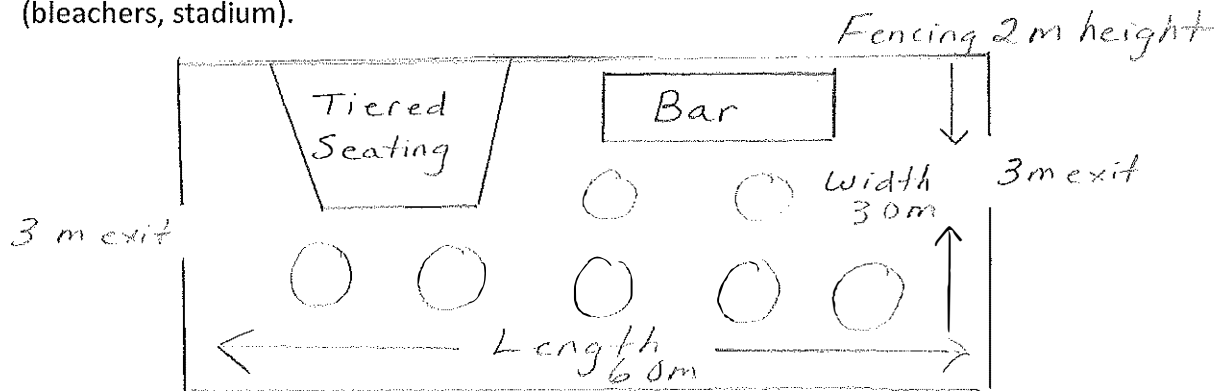
- The maximum capacity of the indoor premises must be provided.
If the capacity has not already been predetermined (by Building or Fire Dept) the capacity can be determined by dividing the actual size of the permit area by 1.11 square metres per person.
 - For example: 30 m X 60 m = 1,800 square meters divided by 1.11 = 1,621 persons
- It is the permit holder's responsibility to ensure the capacity is correct and not exceeded during the event.

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Outdoor Events:

- A hand drawn site plan (overhead view) of the area to be licensed must be provided with complete measurements including: length, width and area, location and width of exits, bar and table set up (to ensure exit routes), fencing height as well as tiered seating (bleachers, stadium).



- The capacity for the area to be licensed is required. Capacity is determined by dividing the actual size of the permit area by 1.11 square metres per person.
 - For example: 30 m X 60 m = 1,800 square meters divided by 1.11 = 1,621 persons
- It is the permit holder's responsibility to ensure the capacity is correct and not exceeded during the event.

Mobile Food Trucks:

- All Food Trucks operating in the City of Welland require a Business Licence from the Welland Bylaw Dept. (905-735-1700 ext. 2250).

Outdoor Cooking – Barbecues:

- No open flame devices shall be permitted unless such devices are used for cooking purposes. All such devices shall be inspected and tagged by TSSA prior to use. A copy of the TSSA inspection must be forwarded to the Fire Department.
- No cooking area shall be located within 3 m. of any building or combustible materials.
- All cooking areas shall be equipped with a suitable extinguisher appropriately placed. In general, this is a 2A10BC rated dry chemical extinguisher.
- Generally, home barbecues are not intended for commercial use. If a barbecue manufacturer's manual states the barbecue is "not for commercial use," this cannot be used for public events.

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- The make and model of each cooking and fuel fired appliance must be clearly visible on the appliance.
- If there is no indication if the barbecue is intended for commercial use, a field approval must be obtained. This is obtained by contacting a TSSA registered contractor with a licensed gas fitter G1 or G2 designation. Proof of this field approval must be on site.

Tents:

- A building permit is required from the Building Department (905-735-1700 ext. 2251) with the following:
 - A tent greater than 60m² (645 ft. 2)
 - A group of tents is greater than 60m² in aggregate area.
 - A tent is less than 60m² but closer than 3m to another tent requiring a permit.

Tent materials must be flameproof as per NFPA 701 "Standard Methods of Fire Tests for Flame Propagation of Textiles and Films". If you are renting a tent or structure, check with your rental company to ensure your tent meets this standard. The tent material must be labeled to this standard and there should be a certificate for the tent available.

Please contact the Welland Fire Prevention Division if you have any questions:

fireprevention@welland.ca | 905-735-1700 ext 2488.

Regards,

Tanya Korolow
Chief Fire Prevention Officer