

# Business Licence Application Form

Payment Information				Fee \$
Payment:	<input type="checkbox"/> Cash	<input type="checkbox"/> Debit	<input type="checkbox"/> Cheque	<input type="checkbox"/> Visa/MC
Card #:			Expiry Date:	
Business Information				
Business Name:				
Business Location: (Incl. Unit #)			City:	
Postal Code:		Phone:		Fax:
Describe the type of services offered:				
Anticipated date of opening?				
Will you be selling any food? <input type="checkbox"/> No <input type="checkbox"/> Yes				
Have any renovations been performed in your business unit? <input type="checkbox"/> No <input type="checkbox"/> Yes				
Applicant Information				
<input type="checkbox"/> Sole Proprietor	Full Name:			
<input type="checkbox"/> *Partnership	Full Name of all Partners:			
<input type="checkbox"/> *Corporation	Full Name of Corporation			
Name(s) of authorized signing officers:				
Applicant Address: (Incl. Unit #)			City:	
Postal Code:		Phone:		Fax:
Email Address:				
Applicant MAILING Address (if different from above):				
City:			Postal Code:	
Signature				
I/We _____, the applicant, hereby acknowledge and certify that:				
<ul style="list-style-type: none"> <li>I/We have read and understood Town of Halton Hills Business Licensing By-law 2005-0067, as amended and the schedule of that by-law pertaining to the classification of business licence for which I/We are now making application;</li> <li>The information contained in this application is true and complete to the best of my/our knowledge, and that failure to provide complete or accurate information may delay the licensing process;</li> <li>I/We acknowledge that the Licence is subject to the provisions of the Town of Halton Hills Business Licensing By-law 2005-0067 and agrees to comply with these provisions;</li> <li>I am the applicant or in the case of a corporation or partnership, I am the person who has the authority to bind the applicant</li> </ul>				
Applicant Name:			Signature:	
			Date:	
* For Partnership, the signatures of all Partners are required. Please attach additional sheet if necessary.				
<b>The submission of a Business Licence Application does not entitle the Applicant to carry on business pursuant to the By-law. The Applicant is only entitled to do so once a current and valid licence has been issued.</b>				

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**Required Documentation: ALL** licence types must submit:

Business Name Registration and/or Articles of Incorporation

**Required documents specific to each category are listed below, however the Town of Halton Hills reserves the right to ask for additional information to substantiate compliance with any other legislation.**

**Type of Licence being applied for:**

**FOOD BUSINESS**

- |  |  |
|--|--|
| <input type="checkbox"/> Catering Company  | <input type="checkbox"/> Take-Out Restaurant             |
| <input type="checkbox"/> Convenience Store | <input type="checkbox"/> Retail with Food                |
| <input type="checkbox"/> Gasoline Station  | <input type="checkbox"/> Specialty Food                  |
| <input type="checkbox"/> Pharmacy          | <input type="checkbox"/> Grocery Food                    |
| <input type="checkbox"/> Restaurant        | <input type="checkbox"/> Supermarket or Department Store |

**Additional Required Documentation:**

Certificate of Insurance (\$2,000,000 Gen. Liability)

**COMMERCIAL REFRESHMENT VEHICLE**

- Class 'A'  
 Class 'B'  
 Class 'C'  
 Class 'D'  
 Public Event Food Vendor

**Additional Required Documentation:**

- Certificate of Insurance (\$2,000,000 Gen. Liability)  
 Automobile Insurance (min. \$1,000,000)  
 Motor Vehicle Ownership  
 Vehicle Safety Standards Certificate  
 TSSA Certificate (if applicable)  
 Driver's abstract issued within 30 days  
 Medical Certificate  
 Property Owner's written permission  
 Site plan showing proposed CRV location

**ACCOMMODATION SERVICES**

- Hotel/Motel  
 Bed & Breakfast  
 Recreational Trailer Camp

**Additional Required Documentation:**

- Certificate of Insurance (\$2,000,000 Gen. Liability)  
**For Recreational Trailer Camps:**  
 Site Plan showing all lots and buildings  
 Electrical Safety Certificate

**AMUSEMENT AND RECREATIONAL PREMISES**

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Arcade/Billiards | <input type="checkbox"/> Public Hall |
| <input type="checkbox"/> Bowling Alley    | <input type="checkbox"/>             |
| <input type="checkbox"/> Amusement Rides  | Other _____                          |
| <input type="checkbox"/> Golf Course      |                                      |

**Additional Required Documentation:**

Certificate of Insurance (min. \$2,000,000 Gen. Liability)

**PERSONAL CARE ESTABLISHMENT**

- Barber Shop  
 Hair or Nail Salon/Spa  
 Body Piercing/Tattoo  
 Tanning Salon

**Additional Required Documentation:**

- Certificate of Insurance (\$2,000,000 Gen. Liability)  
 Certificate of Qualifications

**PET CARE & BREEDING ESTABLISHMENT**

- Pet Store  
 Kennel

**Additional Required Documentation:**

- For Kennels:**  
 Site Plan  
 Certificate of Registration

# Business Licence Application Form

<p><b>NON-STORE DIRECT</b></p> <p><input type="checkbox"/> Temporary Vendor</p> <p><input type="checkbox"/> Sign Distributor</p> <p><input type="checkbox"/> Auction</p> <p><input type="checkbox"/> Newspaper Distribution Boxes. # of boxes _____</p> <p><input type="checkbox"/> Second Hand Goods Store</p>	<p><b>Additional Required Documentation:</b></p> <p><input type="checkbox"/> Certificate of Insurance (\$2,000,000 Gen. Liability)</p>
<p><b>GROUND PASSENGER</b></p> <p><input type="checkbox"/> Taxicab Owner</p> <p><input type="checkbox"/> Taxicab Broker</p> <p><input type="checkbox"/> Taxicab Driver</p>	<p><b>Additional Required Documentation:</b></p> <p><input type="checkbox"/> Certificate of Insurance (\$2,000,000 Gen. Liability)</p> <p><input type="checkbox"/> Motor Vehicle Ownership</p> <p><input type="checkbox"/> Vehicle Safety Standards Certificate</p> <p>Drivers must submit:</p> <p><input type="checkbox"/> Letter of employment</p> <p><input type="checkbox"/> Medical Certificate</p> <p><input type="checkbox"/> Police Security Clearance w' vulnerable sector</p> <p><input type="checkbox"/> Drivers Abstract from MTO</p>
<p><b>SPECIALTY TRADE</b></p> <p>Contracting Company      Contractor</p> <p><input type="checkbox"/> Plumbing                      <input type="checkbox"/> Plumbing</p> <p><input type="checkbox"/> HVAC                              <input type="checkbox"/> HVAC</p> <p><input type="checkbox"/> Drain/Septic                  <input type="checkbox"/> Drain/Septic</p> <p><input type="checkbox"/> General                          <input type="checkbox"/> General</p>	<p><b>Additional Required Documentation:</b></p> <p><input type="checkbox"/> Certificate of Insurance (\$2,000,000 Gen. Liability)</p> <p><input type="checkbox"/> Certificate of Qualifications</p>
<p><b>SUPPORT ACTIVITY</b></p> <p><input type="checkbox"/> Towing Company w' Storage Compound</p> <p><input type="checkbox"/> Tow Truck Driver</p> <p><input type="checkbox"/> Driving School Operator</p>	<p><b>Additional Required Documentation:</b></p> <p><input type="checkbox"/> Certificate of Insurance (\$2,000,000 Gen. Liability)</p> <p><input type="checkbox"/> Motor Vehicle Ownership</p> <p><input type="checkbox"/> Vehicle Safety Standards Certificate</p> <p><input type="checkbox"/> Company's must submit a list of employees</p> <p><input type="checkbox"/> Drivers must submit a letter of employment</p>
<p><b>VEHICLE SERVICES</b></p> <p><input type="checkbox"/> Full Service/Sales</p> <p><input type="checkbox"/> Mechanical Repair</p> <p><input type="checkbox"/> Auto Body Shop</p> <p><input type="checkbox"/> Car Wash</p> <p><input type="checkbox"/> Auto Dealership</p> <p>Will you tow customer's vehicles as an accessory use to your business?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	<p><b>Additional Required Documentation:</b></p> <p><input type="checkbox"/> Certificate of Qualifications for all employees (if applicable)</p> <p><input type="checkbox"/> copy of current OMVIC license</p>
<p><b>ADULT ENTERTAINMENT</b></p> <p><input type="checkbox"/> Adult Entertainment Establishment</p> <p><input type="checkbox"/> Body Rub Parlour</p> <p><input type="checkbox"/> Entertainer</p> <p><input type="checkbox"/> Adult Novelty Store</p>	<p><b>Additional Required Documentation:</b></p> <p><input type="checkbox"/> see Clerk's Division for details</p>
<p><b>RECYCLING ESTABLISHMENT</b></p> <p><input type="checkbox"/> Salvage Yard</p>	<p><b>Additional Required Documentation:</b></p> <p><input type="checkbox"/> see Clerk's Division for details</p>