

Business Licence Application

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: ()
Have any renovations been performed in your business unit? <input type="checkbox"/> No <input type="checkbox"/> Yes – Name & Address of contractor:		
Will you be selling any food? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Describe type of services offered:		
Anticipated date of opening?		
Applicant Information		
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> *Partnership <input type="checkbox"/> *Corporation	Full Name: _____ Full Names of all Partners: _____ Full Name of Corporation: _____	
Name(s) of authorized signing officers:		
Applicant Address: (Incl. Unit #)		City:
Postal Code:	Phone: ()	Fax: ()
E-mail:		
Applicant MAILING Address (If different from above):		
City:	Postal Code:	
* For Partnerships and Corporations, please use attached written declaration on page 4 or 5		
Office Use:		
Class of Licence:		
Documentation Received:		
Application Received:		



All licence types **must** submit: Business Name Registration and/or Articles of Incorporation

Required documents specific to each category is 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 Store |
| <input type="checkbox"/> Restaurant | <input type="checkbox"/> Supermarket or Department Store |

Additional Required Documentation:

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

COMMERCIAL REFRESHMENT VEHICLE

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

Additional Required Documentation:

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

ACCOMODATION SERVICES

- Hotel
 Motel
 Bed & Breakfast
 Recreational Trailer Camp

Additional Required Documentation:

- Certificate of Insurance (min. \$2,000,000)
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"/> Other _____ |
| <input type="checkbox"/> Amusement Rides | |
| <input type="checkbox"/> Golf Course | |

Additional Required Documentation:

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

PERSONAL CARE ESTABLISHMENT

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

Additional Required Documentation:

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



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<p>NON-STORE DIRECT SELLING</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>Additional Required Documentation:</p> <p><input type="checkbox"/> Certificate of Insurance (min. \$2,000,000)</p>
<p>GROUND PASSENGER</p> <p><input type="checkbox"/> Taxicab Owner</p> <p><input type="checkbox"/> Taxicab Broker</p> <p><input type="checkbox"/> Taxicab Driver</p>	<p>Additional Required Documentation:</p> <p><input type="checkbox"/> Certificate of Insurance (min. \$2,000,000)</p> <p><input type="checkbox"/> Motor Vehicle Ownership</p> <p><input type="checkbox"/> Vehicle Safety Standards Certificate</p> <p><input type="checkbox"/> Drivers must submit:</p> <p style="padding-left: 20px;"><input type="checkbox"/> Letter of employment</p> <p style="padding-left: 20px;"><input type="checkbox"/> Medical Certificate</p> <p style="padding-left: 20px;"><input type="checkbox"/> Police Security Clearance w' Vulnerable Sector</p> <p style="padding-left: 20px;"><input type="checkbox"/> Drivers' Abstract from MTO</p>
<p>SPECIALTY TRADE</p> <p><input type="checkbox"/> Contracting Company <input type="checkbox"/> Contractor</p> <p style="padding-left: 20px;"><input type="checkbox"/> Plumbing <input type="checkbox"/> Plumbing</p> <p style="padding-left: 20px;"><input type="checkbox"/> HVAC <input type="checkbox"/> HVAC</p> <p style="padding-left: 20px;"><input type="checkbox"/> Drain/Septic <input type="checkbox"/> Drain/Septic</p> <p style="padding-left: 20px;"><input type="checkbox"/> General <input type="checkbox"/> General</p>	<p>Additional Required Documentation:</p> <p><input type="checkbox"/> Certificate of Insurance (min. \$2,000,000)</p> <p><input type="checkbox"/> Certificate of Qualifications</p>
<p>Support Activity</p> <p><input type="checkbox"/> Towing Company/Storage Compound</p> <p><input type="checkbox"/> Tow Truck Driver</p> <p><input type="checkbox"/> Driving School Operator</p>	<p>Additional Required Documentation:</p> <p><input type="checkbox"/> Certificate of Insurance (min. \$2,000,000)</p> <p><input type="checkbox"/> Motor Vehicle Ownership</p> <p><input type="checkbox"/> Vehicle Safety Standards Certificate</p> <p><input type="checkbox"/> Drivers must submit a letter of employment</p>
<p>VEHICLE SERVICES</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"/> Automobile Dealership</p> <p style="padding-left: 100px;">Will you tow customer's vehicles as an accessory use to your business?</p> <p style="padding-left: 100px;"><input type="checkbox"/> No <input type="checkbox"/> Yes</p>	<p>Additional Required Documentation:</p> <p><input type="checkbox"/> Certificate of Qualifications for all employees</p> <p><input type="checkbox"/> copy of current OMVIC Licence</p>
<p>ADULT ENTERTAINMENT</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>Additional Required Documentation:</p> <p><input type="checkbox"/> see Clerks Division for details</p>



Business Licence Application

Signature		
<p>I/We, _____, the applicant, hereby acknowledge and certify that;</p> <ul style="list-style-type: none"> 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; 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; 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; 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' It is an offence under to provide false or misleading information on this application or at any time hereafter to any person having authority for the enforcement or administration of the by-law and that the provision of false or misleading information may result in the prosecution and/ or penalties as set out in the by-law, or the refusal, suspension or revocation of the business licence; 		
Applicant Name(s) (Print)	Signature(s)	Date

NOTE: For Partnership, the signatures of all Partners are required. Please attach additional sheet if necessary.

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.

Any Licence or Application issued under By-law 2005-0067 may be refused, revoked or suspended if the applicant or Licensee is convicted of an offence or has past conviction(s), under any provision of By-law 2005-0067 or any predecessor of such By-law, or under any other By-law, Statute or Regulation relating to the business, or otherwise in accordance with the By-law.

The personal information on this form is collected under the authority of Section 11 of the Municipal Act, as amended and By-law No. 2005-0067, as amended. The information is used for the purpose of processing this application and administering the By-law. Questions regarding the collection of this information should be directed to the Town's Records/FOI Coordinator at foi@haltonhills.ca

Please send this completed form, enclosures and Application Fee to:

Town of Halton Hills
 Clerks Division, Office of the C AO
 1 Halton Hills Drive, Halton Hills, ON L7G 6B2
 905-873-2601 ext 2350