



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:		CVV:	
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"> • 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 				
Applicant Name:			Signature:	Date:
* 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.				



Business Licence Application Form

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>NON-STORE DIRECT</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 (\$2,000,000 Gen. Liability)</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 (\$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>SPECIALTY TRADE</p> <table border="0"> <tr> <td>Contracting Company</td> <td>Contractor</td> </tr> <tr> <td><input type="checkbox"/> Plumbing</td> <td><input type="checkbox"/> Plumbing</td> </tr> <tr> <td><input type="checkbox"/> HVAC</td> <td><input type="checkbox"/> HVAC</td> </tr> <tr> <td><input type="checkbox"/> Drain/Septic</td> <td><input type="checkbox"/> Drain/Septic</td> </tr> <tr> <td><input type="checkbox"/> General</td> <td><input type="checkbox"/> General</td> </tr> </table>	Contracting Company	Contractor	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Plumbing	<input type="checkbox"/> HVAC	<input type="checkbox"/> HVAC	<input type="checkbox"/> Drain/Septic	<input type="checkbox"/> Drain/Septic	<input type="checkbox"/> General	<input type="checkbox"/> General	<p>Additional Required Documentation:</p> <p><input type="checkbox"/> Certificate of Insurance (\$2,000,000 Gen. Liability)</p> <p><input type="checkbox"/> Certificate of Qualifications</p>
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<input type="checkbox"/> General	<input type="checkbox"/> General										
<p>SUPPORT ACTIVITY</p> <p><input type="checkbox"/> Driving School Operator</p>	<p>Additional Required Documentation:</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"/> Driving School Instructors Licence</p> <p><input type="checkbox"/> Letter of Employment</p>										
<p>VEHICLE SERVICES</p> <table border="0"> <tr> <td><input type="checkbox"/> Full Service/Sales</td> <td rowspan="5"> Will you tow customer's vehicles as an accessory use to your business? <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td><input type="checkbox"/> Mechanical Repair</td> </tr> <tr> <td><input type="checkbox"/> Auto Body Shop</td> </tr> <tr> <td><input type="checkbox"/> Car Wash</td> </tr> <tr> <td><input type="checkbox"/> Auto Dealership</td> </tr> </table>	<input type="checkbox"/> Full Service/Sales	Will you tow customer's vehicles as an accessory use to your business? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Mechanical Repair	<input type="checkbox"/> Auto Body Shop	<input type="checkbox"/> Car Wash	<input type="checkbox"/> Auto Dealership	<p>Additional Required Documentation:</p> <p><input type="checkbox"/> Certificate of Qualifications for all employees (if applicable)</p> <p><input type="checkbox"/> copy of current OMVIC license</p>				
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<input type="checkbox"/> Auto Body Shop											
<input type="checkbox"/> Car Wash											
<input type="checkbox"/> Auto Dealership											
<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 Clerk's Division for details</p>										
<p>RECYCLING ESTABLISHMENT</p> <p><input type="checkbox"/> Salvage Yard</p>	<p>Additional Required Documentation:</p> <p><input type="checkbox"/> see Clerk's Division for details</p>										