



# Business Licence Application Catering Establishment

Personal information on this form is collected under the authority of the Municipal Act, and the Corporation of the Municipality of Leamington Business Licensing By-law 03-18 will be used to licence, regulate and govern businesses and ensure compliance with all laws and regulations. Questions about the collection of this information should be made to the Clerk/Manager of Legislative Services, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario. Phone: 519-326-5761.

**Applications are to be submitted in person at the Municipal Offices located at 111 Erie St. N., Leamington, ON**

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|---|---|
| <input type="checkbox"/> <b>NEW Application Fee: \$200.00</b>     | <b>Cash, debit and cheques accepted</b> |
| <input type="checkbox"/> <b>RENEWAL Application Fee: \$160.00</b> | <b>Post-dated cheques not accepted</b>  |

**(Fee must be paid at time of Application. Applications will not be accepted until all documents are provided. Fees are non-refundable.)**

## Required Documents

Additional information may be required to process the application. Failure to submit information or complete departmental requirements may delay the processing of the application and may result in the licence not being issued.

### 1. Documents to Provide

- Two (2) pieces of valid identification including one (1) piece with photo I.D. (Driver's Licence, Birth Certificate, Passport, Permanent Resident Card etc.)
- If the applicant is a partnership, two (2) pieces of I.D. from all partners in the partnership
- A copy of a Master Business Licence from the Province of Ontario, if applicable
- Proof of inspection of the Catering Establishment conducted by the Windsor-Essex County Health Unit dated within One (1) year of the Application
- Proof of an inspection of the Catering Establishment conducted by the Fire Chief dated within one (1) year of the Application (arranged by the Municipality)
- A copy of valid Food Handler Certification Card for each Employee handling Food
- A list of the Vehicle(s) to be used together with a copy of the current passenger motor vehicle permit (ownership) Issued in the Applicant's name for each Vehicle
- A Certificate of Automobile Insurance in respect of each Vehicle to be used in the Business
- Certificate of Insurance
- Letter of Authorization, if agent applying
- Applicable Fee

Please include a description of the business:

### 2. Business Information

Business Name or Number

Business Location (street address, unit number and postal code)

Mailing Address (street address, unit number, city and postal code), if different than above

Business Phone	Fax Number
Email Address	
Website URL, if applicable	

If you rent or lease the business property, please provide the following information:	
Name(s) of the property owner	
Mailing Address (street address, unit number, city and postal code)	
Phone Number	Email Address

### 3. Applicant Information

- Individual** - In the case of a single proprietorship, the owner must apply  
 **Partnership** - In the case of a partnership, at least one of the registered partners must apply  
 **Corporation** - In the case of a corporation, a director or officer having the signing authority to bind the corporation  
 Note: Please attach a list of all Directors/Officers of the Corporation, specifying the Director/Officer who has signing authority and can bind the Corporation. If a Corporation, the following documents are also required with your application:
- A copy of the Articles of Incorporation
  - A copy of the Certificate of Status

Name (last, first, initial)	
Home Phone	Cell Phone
Address (street address, unit number, city and postal code)	
Company Title / Position	
Email Address	

Name (last, first, initial)	
Home Phone	Cell Phone
Address (street address, unit number, city and postal code)	
Company Title / Position	
Email Address	

#### 4. Additional Information

Does / will your business have signage? YES  NO  If yes, describe below.

Please note that depending on the size, location and permanence of your signage, you may be required to submit an application for a sign permit.

How do you plan to manage / dispose of the garbage generated at your place of business (i.e. private collection bin, bag tags, off-site removal)? Please note that regular curbside collection is not permitted for businesses unless you purchase bag tags from Windsor Disposal Services.

Has there been a change to the existing use of the premises or building (e.g. retail to office)? If yes, detail:

Are you completing or do you plan to complete any renovations to your business (e.g. plumbing work, interior or exterior upgrade)? If yes, detail:

#### 5. Hold Harmless Agreement/Indemnification Agreement

The Licensee both during and after the term of the Business Licence or renewed Business Licence, shall at all times, and at its own cost, expense and risk, defend, indemnify and hold harmless the Municipality, its elected officials, officers, employees, volunteers, agents, and all respective heirs, administrators, executors, successors and assigns from any and all losses, damages (including, but not limited to, incidental, indirect, special and consequential damages, or any loss of use, revenue or profit by any Person, organization or entity), fine, penalties and surcharges, liabilities (including, but not limited to, any and all liability for damage to property and injury to Persons, including death), judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind (including, but not limited to, proceedings of a criminal, administrative or quasi criminal nature) and expenses (including, but not limited to, legal fees on a substantial indemnity basis), which the indemnified Person or Persons may suffer or incur, howsoever caused, provided such losses, damages, fines, penalties and surcharges, liabilities, judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind and expenses as defined above are due or claimed to be due to the negligence, breach of contract, and/or breach of law of the Licensee.

Signature

Print Name

Date of Signature

**6. Declaration (To be completed by applicant/partner or directors/officers of the Corporation)**

I, \_\_\_\_\_ (print name) of the city/town of \_\_\_\_\_

in the county/region of \_\_\_\_\_ do solemnly declare the following:

I am the applicant , authorized agent , OR: \_\_\_\_\_

Company Title/Position: \_\_\_\_\_

1. I have the authority to bind the corporation or partnership (if applicable).
2. All of the information and any statement in this application is true.

Note: By signing this application, the applicant agrees that any false information may result in a revocation of any Licence that may be issued.

Signature of Applicant/Corporate Officer

Print Name

Date of Signature