

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

- NEW Application** **Fee: \$300.00** **Cash and debit accepted only**
 RENEWAL Application **Fee: \$300.00**
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.)
- A copy of a Master Business Licence from the Province of Ontario, if applicable
- Proof of an inspection conducted by the Windsor-Essex County Health Unit dated within thirty (30) days of the Application for Licence of both the Food Vehicle any Premises used to prepare Food
- Proof of an inspection of the Food Vehicle conducted by the Fire Chief Dated within thirty (30) days of the Application (inspection to be scheduled by the Municipality)
- A copy of valid Food Handler Certification for each Employee handling Food
- A copy of ownership for the Food Vehicle including the Vehicle identification number and the Ontario Licence Plate number as issued by the Ministry of Transportation, if applicable
- A Certificate of Automobile Insurance
- A photo of the Food Vehicle and a description of the type of Vehicle
- The location of the Food Vehicle which shall be subject to a site plan approval by the Municipality
- A sketch depicting the exact location the Food Vehicle will operate on Private Property. The sketch shall be to scale and include layout dimensions
- Written permission from the Owner of the Private Property you will operate from, if applicable
- The location where the Food Vehicle will be stored when not operating the Business
- A list of the types of Food to be provided for Sale
- A Certificate of Insurance
- Proof that the Food Vehicle complied with the Technical Standards and Safety Act, 2000
- 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