

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 to the Municipal Office at 111 Erie Street North

Payment Information - Office Use Only (Fees to be paid at time of Application. Fees are non-refundable)			Fee \$
Payment:	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> Debit
			Receipt #
Business Information			
Business Name:			
Business Location (Incl. Unit #):			City:
Postal Code:	Phone:		Fax:
Describe the type of services offered:			
Will you be selling any food? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you recently completed any renovations in your business unit? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe the renovation(s):			
Do you plan on completing any renovations to your business in the next year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe the renovation(s):			
Does / will your business have signage? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, sign dimensions and location:			
How do you plan to manage/dispose of the waste generated by your business (private collection bin or bag tags)? <input type="checkbox"/> Bag Tags <input type="checkbox"/> Private Collection Bin If using a Private Collection Bin, please note the location of the bin: If the bin is shared, please note who you share with: Other:			
Has there been a change to the existing use of the premises or building? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe the change:			
What year did the business you are applying for begin operating from its present location? _____			

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:	
Names(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(s) hereby acknowledge and certify that:

- I/We have read and understood the Municipality of Leamington Business Licensing By-law 03-18, as amended and the schedule of that By-law pertaining to the classification of the 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 Municipality of Leamington’s Business Licensing By-law 03-18 and agree 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 Corporation

Applicant Name:	Signature:
Date:	

Hold Harmless and 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.

Applicant Name:	Signature:
Date:	

Required Documents - All licence types must submit:	
<input type="checkbox"/> Two (2) pieces of valid identification including one (1) piece with photo I.D. (Driver's Licence, Birth Certificate, Passport, Permanent Resident Card). If Partners applying, 2 pieces of I.D. from each Partner. <input type="checkbox"/> Letter of Authorization, if agent applying	
Required Documents - Corporations	
<input type="checkbox"/> A list of all Directors/Officers of the Corporation, specifying who has signing authority and can bind the Corporation <input type="checkbox"/> A copy of the Articles of Incorporation or a Corporate Profile Report	
Note: Required documents specific to each category are listed below, however the Municipality of Leamington reserves the right to ask for additional information to substantiate compliance with other legislation.	
General Business <input type="checkbox"/> Initial Application: \$150.00 <input type="checkbox"/> Renewal: \$100.00	Additional Required Documents: None
Adult Entertainment Owner	Please consult with the Licensing Assistant
Adult Entertainment Operator	Please consult with the Licensing Assistant
Bed and Breakfast <input type="checkbox"/> Initial Application: \$235.00 <input type="checkbox"/> Renewal: \$195.00	Additional Required Documents: <input type="checkbox"/> Fire Inspection (arranged by the Municipality) <input type="checkbox"/> A Fire Safety Plan, if applicable <input type="checkbox"/> A Vulnerable Sector Check of the Owner or Operator (obtain request letter from the Municipality) <input type="checkbox"/> A sketch that indicates the following: units of measurement for each area, identification and number of the guest suites, number of separate showers, bathtubs (with or without showers), toilets and sinks in the Bed and Breakfast, owner or operator's bedroom and any unrented bedrooms not being used for the purposes of the Bed and Breakfast <input type="checkbox"/> A Certificate of Insurance (min. \$2,000,000 Gen. Liability, Municipality of Leamington named as Additional Insured, Cross Liability, 30 day cancellation notice)
Cash for Merchandise <input type="checkbox"/> Initial Application: \$200.00 <input type="checkbox"/> Renewal: \$160.00	Additional Required Documents: <input type="checkbox"/> A Certificate of Insurance (min. \$2,000,000 Gen. Liability, Municipality of Leamington named as Additional Insured, Cross Liability, 30 day cancellation notice)
Caterer <input type="checkbox"/> Initial Application: \$200.00 <input type="checkbox"/> Renewal: \$160.00	Additional Required Documents: <input type="checkbox"/> Health Unit Inspection Report dated within 1 year of the Application <input type="checkbox"/> Fire Inspection (arranged by the Municipality) <input type="checkbox"/> Copies Food Handler Certificates for those employees deemed necessary by the Windsor Essex County Health Unit

	<ul style="list-style-type: none"> <input type="checkbox"/> A list of vehicles to be used in the Business and a copy of the ownership for each <input type="checkbox"/> A Certificate of Automobile Insurance for each vehicle being used in the Business <input type="checkbox"/> A Certificate of Insurance (min. \$2,000,000 Gen. Liability, Municipality of Leamington named as Additional Insured, Cross Liability, 30 day cancellation notice)
<p>Driving School Operator</p> <ul style="list-style-type: none"> <input type="checkbox"/> Initial Application: \$160.00 <input type="checkbox"/> Renewal: \$80.00 	<p>Additional Required Documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of a valid driving school licence granted to the Applicant by the Ministry of Transportation <input type="checkbox"/> A list of Driving Instructors employed by the Licensee <input type="checkbox"/> Motor Vehicle Ownership for each vehicle used in the Business <input type="checkbox"/> An original Safety Standards Certificate for each vehicle dated no more than 30 days prior to Application submission <input type="checkbox"/> A copy of any work order or other documentation issued in the processing or granting of the Safety Standards Certificate for each vehicle <input type="checkbox"/> Certificate of Insurance (min. \$2,000,000 Gen. Liability, Municipality of Leamington named as Additional Insured, Cross Liability, 30 day cancellation notice)
<p>Driving School Instructor</p> <ul style="list-style-type: none"> <input type="checkbox"/> Initial Application: \$40.00 <input type="checkbox"/> Renewal: \$40.00 	<p>Additional Required Documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proof that the Applicant is at least 18 years of age <input type="checkbox"/> Proof that the Applicant hold a valid driving instructor's licence <input type="checkbox"/> A Vulnerable Sector Check of the Owner or Operator (obtain request letter from the Municipality) <input type="checkbox"/> Letter of employment signed by the Driving School Operator
<p>Eating Establishment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Initial Application: \$250.00 <input type="checkbox"/> Renewal: \$170.00 	<p>Additional Required Documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Health Unit Inspection Report dated within 1 year of the Application <input type="checkbox"/> Fire Inspection (arranged by the Municipality) <input type="checkbox"/> Copies of Food Handler Certificates for those employees deemed necessary by the Windsor Essex County Health Unit <input type="checkbox"/> A Fire Safety Plan, if applicable <input type="checkbox"/> A Certificate of Insurance (min. \$2,000,000 Gen. Liability, Municipality of Leamington named as Additional Insured, Cross Liability, 30 day cancellation notice)
<p>Food Vehicle</p> <ul style="list-style-type: none"> <input type="checkbox"/> Initial Application: \$300.00 <input type="checkbox"/> Renewal: \$300.00 <p>* Food Vehicle must be on Private Property, which shall be zoned Commercial, Recreational, Industrial or Agricultural pursuant to the Comprehensive Zoning By-law. The proposed location is subject to a site plan approved by the Municipality.</p>	<p>Additional Required Documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Health Unit Inspection Report dated within 30 days of the Application <input type="checkbox"/> Fire Inspection dated within 30 days of the Application (arranged by the Municipality) <input type="checkbox"/> Copies of Food Handler Certificates for those employees deemed necessary by the Windsor Essex County Health Unit

	<ul style="list-style-type: none"> <input type="checkbox"/> A copy of the Motor Vehicle Ownership for the Food Vehicle including the VIN and Ontario licence plate number <input type="checkbox"/> A Certificate of Automobile Insurance <input type="checkbox"/> A photo of the Food Vehicle and a description <input type="checkbox"/> Location of the Food Vehicle * <input type="checkbox"/> Location where the Food Vehicle will be parked or stored when not operating the Business <input type="checkbox"/> A sketch depicting the exact location the Food Vehicle will operate from on Private Property. The sketch must be to scale and include layout dimensions. <input type="checkbox"/> A list of the types of Food to be provided for sale <input type="checkbox"/> A Certificate of Insurance (min. \$2,000,000 Gen. Liability, Municipality of Leamington named as Additional Insured, Cross Liability, 30 day cancellation notice) <input type="checkbox"/> TSSA Certificate
<p>Home Occupation Clearance <input type="checkbox"/> Initial Application: \$150.00</p>	<p>Additional Required Documents: * See Home Occupation Clearance Form</p>
<p>Ice Cream Cart <input type="checkbox"/> Initial Application: \$80.00 <input type="checkbox"/> Renewal: \$80.00</p>	<p>Additional Required Documents: <input type="checkbox"/> A list of Employees employed by the Licensee <input type="checkbox"/> Health Unit Inspection Report dated within 30 days of the Application <input type="checkbox"/> A Vulnerable Sector Check of the Owner or Operator (obtain request letter from the Municipality) <input type="checkbox"/> A Certificate of Insurance (min. \$2,000,000 Gen. Liability, Municipality of Leamington named as Additional Insured, Cross Liability, 30 day cancellation notice)</p>
<p>Ice Cream Vehicle <input type="checkbox"/> Initial Application: \$125.00 <input type="checkbox"/> Renewal: \$125.00</p>	<p>Additional Required Documents: <input type="checkbox"/> Fire Inspection dated within 30 days of the Application (arranged by the Municipality) <input type="checkbox"/> Health Unit Inspection Report dated within 30 days of the Application <input type="checkbox"/> A copy of ownership for the Ice Cream Vehicle including the VIN and Ontario licence plate number <input type="checkbox"/> A photo of the Ice Cream Vehicle and a description of its type <input type="checkbox"/> A list of the types of Food to be provided for sale <input type="checkbox"/> A Certificate of Automobile Insurance <input type="checkbox"/> A Certificate of Insurance (min. \$2,000,000 Gen. Liability, Municipality of Leamington named as Additional Insured, Cross Liability, 30 day cancellation notice) <input type="checkbox"/> A list of Employees employed by the Licensee <input type="checkbox"/> A Vulnerable Sector Check for the Applicant and each Employee <input type="checkbox"/> Copies of Food Handler Certificates for those employees deemed necessary by the Windsor Essex County Health Unit</p>

	<input type="checkbox"/> Location where the Ice Cream Vehicle will be parked or stored when not operating the Business
Pawnbroker <input type="checkbox"/> Initial Application: \$200.00 <input type="checkbox"/> Renewal: \$160.00	Additional Required Documents: <input type="checkbox"/> A Certificate of Insurance (min. \$2,000,000 Gen. Liability, Municipality of Leamington named as Additional Insured, Cross Liability, 30 day cancellation notice) <input type="checkbox"/> Security deposit in the sum of \$2000.00
Personal Care Establishment <input type="checkbox"/> Initial Application: \$200.00 <input type="checkbox"/> Renewal: \$125.00	Additional Required Documents: <input type="checkbox"/> Health Unit Inspection Report dated within 1 year of the Application <input type="checkbox"/> Fire Inspection (arranged by the Municipality) <input type="checkbox"/> A Certificate of Insurance (min. \$2,000,000 Gen. Liability, Municipality of Leamington named as Additional Insured, Cross Liability, 30 day cancellation notice)
Salesperson - Door to Door <input type="checkbox"/> Initial Application: \$120.00 <input type="checkbox"/> Renewal: \$120.00	Additional Required Documents: <input type="checkbox"/> A Vulnerable Sector Check for each Employee conducting Door-to-Door Sales <input type="checkbox"/> A list of Employees conducting Door-to-Door Sales <input type="checkbox"/> A list of the goods, wares or merchandise to be sold or offered for sale
Salesperson - Day Sales (3 day limit) <input type="checkbox"/> Initial Application: \$120.00 <input type="checkbox"/> Renewal: \$120.00	Additional Required Documents: <input type="checkbox"/> Written authorization from the Private Property on which the Sales Person - Day Sales will operate <input type="checkbox"/> Health Unit Inspection Report dated within 30 days of the Application approving the sale of Foods, if applicable <input type="checkbox"/> A list of the goods to be sold or offered for sale <input type="checkbox"/> Where Day Sales occur outside a structure, the Licensee shall provide a sketch depicting the exact location where the Day Sales will occur
Salvage Yard <input type="checkbox"/> Initial Application: \$200.00 <input type="checkbox"/> Renewal: \$160.00	Additional Required Documents: <input type="checkbox"/> Fire Inspection (arranged by the Municipality) <input type="checkbox"/> A Fire Safety Plan prepared in accordance with the Office of the Fire Marshal Guideline 0FM-TG-06-98 <input type="checkbox"/> Proof that the Business is registered with the Environmental Activity and Sector Registry (EASR) or, that the Business is operating under an Environmental Compliance Approval (ECA), or proof of an exemption granted by the Ministry of the Environment and Climate Change
Transportation Company <input type="checkbox"/> Initial Application: \$200.00 <input type="checkbox"/> Renewal: \$160.00	Additional Required Documents: <input type="checkbox"/> A list of Employees employed by the Licensee <input type="checkbox"/> Proof that the Applicant and all Employees hold a valid Class "G" Driver's Licence issued by the Province of Ontario, and in the case of vehicles with 11 or more passengers, but not more than 24 passengers, a valid Class "F" Driver's Licence issued by the Province of Ontario <input type="checkbox"/> Motor Vehicle Ownership for each vehicle used in the Business

- | | |
|--|--|
| | <ul style="list-style-type: none"><input type="checkbox"/> An original Safety Standards Certificate for each vehicle dated no more than 30 days prior to Application submission<input type="checkbox"/> A copy of any work order or other documentation issued in the processing or granting of the Safety Standards Certificate for each vehicle<input type="checkbox"/> Certificate of Automobile Insurance for each Transportation Vehicle<input type="checkbox"/> A copy of all Transportation Agreements |
|--|--|