

City of Woodstock

Donation Drop Box Application

Municipal Code 596

[Click here to read by-law](#)

OFFICE USE ONLY
Date Received
Licence #
Date Issued

Yearly Application Fee - \$25 per box

General Information	Please Print
Applicant's Name (first and last)	_____
Charitable Organization's Name	_____
Organization's Charitable Number	_____
Business Address (complete)	_____
Mailing/Billing Address (if different)	_____
Business Phone Number	_____
Email Address	_____

The following documents must be provided prior to licence approval being granted.

1. Proof of being a **Registered Charity** under the Federal Income Tax Act, R.S.C. 1985, c.1, amended.
2. Certificate of **Insurance** showing proof of a minimum of \$2,000,000 general liability insurance.
3. **Letter which indemnifies** and saves harmless the City of Woodstock from any actions, claims, damages or loss whatsoever arising from the issuance of the licence or anything done or neglected to be done in connection with the privilege conferred by the licence.

Complete the form below for each proposed box location.

Property Information	Please Print
Physical Street Address (complete)	_____
Mailing Address (if different)	_____
Name of Business	_____
Owner of Business	_____
Business Phone	_____
Box number at this location	_____
Fee (\$25 per donation drop box)	_____

Please provide the following information for each licensing location.

1. Attach **photo or detailed sketch** for each location indicating the nearest intersection, driveway and/or bus stop.
2. Attach **Letter of Consent** from each property owner, acknowledging responsibilities under the By-law and permission from the property owner for installation of a Donation Drop Box on the property.

The licensee agrees that:

- a. In the event that a Donation Drop Box is not maintained in accordance with the By-law, the City may issue a notice to the owner of the property on which a box is located and/or the Licensee of the Donation Drop Box to rectify same, failure of which may lead to suspension and/or revocation of the Licence and/or charges.
- b. No person who is a Licensee shall fail to follow the placement criteria for the placement of a Donation Drop Box as follows:
 - 1) No Donation Drop Box shall be placed:
 - i. On a highway or property owned or maintained by the City;
 - ii. On a property zoned residential;
 - iii. Within a parking space or within one (1) meter thereof;
 - 2) A Donation Drop Box shall only be placed:
 - i. On private property in a common area and if more than on Donation Drop Box, they shall be grouped together;
 - ii. In the location as specified in the sketch and description provided to the City in accordance with sub-section 7(4)(e) and approved by and to the satisfaction of the City;
 - iii. Set back not less than 2 metres from the front yard or exterior side yard property lines, so as not to restrict sight lines from nearby driveways or pathways.
 - iv. The following information and identification of the Licensee shall be permitted on the Donation Drop Box:
- c. The name of the Licensee in a conspicuous place on the Donation Drop Box, in letter no smaller than 100 millimetres x 75 millimetres and of a contrasting colour;
 - 3) A notice on the Donation Drop Box to indicate that all donated articles must fit into the Donation Drop Box, with a prohibition on items such as paint, garbage, solid rags, propane tanks or any like items that create a safety hazard;
 - 4) A pick-up schedule of donations so as to ensure there is not an overflow and accumulation of goods left outside the Donation Drop Box which is unsightly, and to minimize pilferage of goods.
- d. In the event the Licence is revoked or not renewed or the owner of a Donation Drop Box does not have a Licence, the owner of the Donation Drop Box shall remove the box within seven (7) days of written notice from the Clerk. If the City cannot ascertain who the owner of the Donation Drop Box is the City shall post the written notice on the Donation Drop Box.
- e. If the owner of the Donation Drop Box neglects, refuses or fails to remove the Donation Drop Box within the seven (7) days specified in the written notice, the City may remove, without notice, the Donation Drop Box.

I hereby certify that I have read and understand the information contained in this application. I further certify that the information contained in this application is true and I agree that I will abide by all provision of the City of Woodstock Municipal Code 596 and amendments thereto and any other applicable municipal regulations that may apply to the operation of a Donation Drop Box Licence. The fee has been submitted with this application.

Signature of Applicant

(entering your name is representative of your signature)

Signature of Witness

(entering your name is representative of your signature)

Today's Date _____

This licence is granted for one year from the 15th day of February in the current year and expires on the 15th day of February one year after the issue or sooner if the licence is revoked.

Issuance of this licence is subject to the following department approvals:

Chief Building Official

City Clerk

Notice of Collection

Personal information contained on this form is collected by the Corporation of Woodstock under the authority of the *Municipal Act* and will be used by the City in making decisions on this Donation Drop Box Licence. Questions about the collection of this information may be made to the City Clerk, 500 Dundas Street, P.O. Box 1539, Woodstock, Ontario, N4S 0A7, or by telephoning 519-539-2382 ext. 2500, during business hours.

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Physical Street Address (complete) _____

Mailing Address (if different) _____

Name of Business _____

Owner of Business _____

Business Phone _____

Box number at this location _____

Fee (\$25 per donation drop box) _____

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