

City of Woodstock

Newspaper/Magazine Box Application

Municipal Code 593

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

New Application Fee - \$55 per box

Renewal Fee - \$30 per box

OFFICE USE ONLY

Date Received

Licence #

Date Issued

General Information

Please Print

Applicant's Name (first and last)

Business (Corporation) Name

Business Address (complete)

Mailing/Billing Address (if different)

Business Phone Number

Email Address

Indicate the design, material type and size of boxes.

This document must be provided prior to the licence approval being granted.

Certificate of **Insurance** showing proof of a minimum of \$2,000,000 general liability insurance is in force.

New applications complete this form for each proposed box location.

New Application – Location

- Include street address for each location. Indicate distance from the nearest intersection, driveway and/or bus stop. (see page 3 for additional new location forms)

OR

- Attach a photo/detailed sketch for each location.

Box Number

Fee (\$55 per box)

Renewal applications complete this form for each box location.

Renewal Application - Location

- Include street addresses for each location. Indicate distance from the nearest intersection, driveway and/or bus stop. (see page 5 for additional renewal location forms)

OR

- Attach a photo/detailed sketch for each location.

Box Number

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The licensee agrees that:

- a. At all times, the vending or distribution box will be kept in a clean and sanitary condition so that the said box does not constitute a public or private nuisance;
- b. No vending or distribution box will be placed, operated or maintained in any location other than the location specified on the approved application or permit;
- c. No printing or advertising matter shall be placed or maintained on the distribution boxes other than the name of the print media being sold, the name of the publisher and instructions for use of the said box;
- d. The area in the vicinity of the vending or distribution box will be maintained in a condition satisfactory to the Engineer.
- e. If in the opinion of the Engineer, a print media vending or distribution box is located such that it constitutes a visibility obstruction, safety hazard or physical obstruction for a vehicle driver, vehicle, pedestrian or highway maintenance operation, the Engineer may revoke the permit for the box and the permit shall expire seven (7) days after notice of revocation has been given to the permit holder;
- f. If the permit holder for a vending or distribution box fails to remove the said box following expiration of the permit, the Engineer may remove the box without notice and the permit holder shall pay the cost of removal forthwith upon demand;
- g. The Engineer may remove, without notice, any vending or distribution box which is located on a public highway, street or boulevard and is not authorized by a permit;
- h. No person shall chain, fastener affix a vending or distribution box to:
 - i. traffic poles, lamp poles, street name sign poles, utility poles or parking devices; nor
 - ii. a building, structure or fixture not designed to accommodate vending or distribution boxes, unless prior written permission from the owner of such building, structure or fixture is first obtained.
- i. No vending or distribution box shall be placed within 30 metres (98.43 feet) of an intersection, except at the back of the sidewalk.
- j. No vending or distribution box shall be placed at a bus loading area.
- k. No vending or distribution box shall be placed within six metres of any fire hydrant.
- l. No vending or distribution box shall be placed at or adjacent to a pedestrian and/or vehicular egress or ingress location including ramps and crosswalks so as to obstruct or interfere with egress or ingress.

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 of the provisions of the City of Woodstock Municipal Code Section 593 and amendments thereto and any other applicable municipal regulations that may apply to the operation of an Newspaper/Magazine 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 February 15th in the current year and expires on the 15th of February, one year after issue or sooner if the licence is revoked.

Issuance of 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 the City of Woodstock under the authority of the Municipal Act and will be used by the City in making decisions on this Newspaper/Magazine 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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