

# City of Woodstock Business Application

Municipal Code 564

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Application Fee - \$150

<b>OFFICE USE ONLY</b>
Date Received _____
Licence # _____
Date Issued _____

**General Information**

**Please Print**

Applicant's Name (first and last)	_____
Business (or Corporation) Name	_____
Business Address (complete including Postal Code)	_____
Business Phone Number	_____
Mailing/Billing Address (if different)	_____
Email Address	_____
Proposed Start/Opening Date	_____

Provide a detailed description of the merchandise/services the business will offer in the box below.

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

1. A **Criminal Records Check (CRC)** obtained at your local Police Station – valid for one year from date of issue. Please inquire with the Clerk's Office as some businesses may require a Vulnerable Sector Check (VSC) or Judicial Matters Check (CRJMC) e.g. Daycare/Childcare Services.
2. A **Certificate of Insurance** showing proof of a minimum of \$2,000,000 liability insurance covering the business.
3. A **Compliance Letter** from Southwestern Public Health (SWPH), if required. Please inquire with Southwestern Public Health at 519-421-9901.
4. A **Site Plan** showing the exterior of the premises and available parking. Measurements required.
5. A **Floor Plan** showing the interior of the premises/building/dwelling. Measurements required.
6. Any additional information that is requested by the City Clerk.

**The licensee understands that:**

- a. That no person shall carry on, conduct, operate, maintain or keep a business without a licence;
- b. No licence shall be issued where the use is not permitted under the provisions of the City’s Zoning By-law or if the operation of the business does not conform within the applicable standards and requirements of:
  - i. Every by-law of the City
  - ii. Every provincial or federal Act, and any regulation made under such Act; and
  - iii. Every instrument of a legislative nature made or issued under a provincial or federal Act or regulation, including standards and requirements with respect to qualifications of the persons carrying on or engaged in the business and with respect to vehicles and equipment used for the purposes of the business;
- c. There shall be a separate application for each premise to be used or person to be licensed.

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 further agree that I will abide by all of the provisions of the City of Woodstock Municipal Code 564 and amendments thereto and any other applicable municipal, provincial or federal regulations that may apply to the operation of a Business Licence. The licensing fee has been submitted with this application.

I understand that the payment of the licensing fee does not guarantee the obtaining of a licence. Issuance of a licence does not constitute consent by the City of Woodstock for the licensee to contravene, fail to observe or comply with any law of Canada or Ontario or any Chapter of this Code or by-law of the City.

Applications must be submitted a minimum of 14-21 business days prior to the proposed start/opening date and will be delayed if all requested information and documentation is not received to the Clerks Department in a timely manner.

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 \_\_\_\_\_

**Issuance of this licence may be subject to the following department approvals:**

Chief Building Official  
City Clerk

Fire Department  
Police Department

Southwestern Public Health

**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 Business Licence. Questions about the collection of this information may be made to the Manager of Corporate Services, 500 Dundas Street, P.O. Box 1539, Woodstock, Ontario, N4S 0A7, or by telephoning 519-539-2382 ext. 2504, during business hours.