

**BUSINESS LICENCE APPLICATION**

**NEWSPAPER BOXES**

Purpose:  New Business  Change of Ownership  
 Change of Location  Change of Name/Personal info

Operating Start Date: \_\_\_\_\_

**PLEASE PRINT CLEARLY**

**PART 1 Business Information** - This information will appear on your Business Licence

Business Name / Numberd Company: \_\_\_\_\_

Owner's Name: \_\_\_\_\_  
First Name Last Name

Business Address: \_\_\_\_\_  
# and Street Apt/Unit # City/Province Postal Code

Phone #: \_\_\_\_\_

Mail

**PART 2 Owner Information** - This information will not appear on your Business Licence unless also indicated in Part 1

Owner's Name: \_\_\_\_\_  
First Name Last Name

Owner's Address: \_\_\_\_\_  
# and Street Apt/Unit # City/Province Postal Code

Home Phone #: \_\_\_\_\_

Mail

**Number of Newspaper Boxes** \_\_\_\_\_

**NOTE:** Please provide on a separate page and alphabetical list of street addresses where the newspaper boxes will be located in the City. Once application is received the City will review the proposed locations and will confirm if they are permitted locations.

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**WARNING:** You require a Municipal Business Licence to operate a business. Persons who operate a business without the required licence are liable to prosecution. Penalty of conviction may be to a maximum of \$25,000 exclusive of costs; and for a Corporation, to a maximum of \$50,000 exclusive of costs.

Personal information required by this form is collected under the authority of the Municipal Act and the City of Burlington Business Licensing **By-law 42-2008** and will be used for licensing purposes and for law enforcement purposes to ensure compliance with the bylaw. Questions regarding the collection of this information may be addressed to: Licence Clerk, Planning and Building Department, 426 Brant Street, P.O. Box 5013, Burlington, Ontario, L7R 3Z6. Telephone 905-335-7731.

Providing false or incomplete information could result in the refusal of this application or, if your licence has been issued, in a recommendation to the Licensing Committee that your licence be suspended or revoked.

I, (please print name) \_\_\_\_\_, business owner acknowledge it is my responsibility to notify the City of Burlington in writing immediately of any change in the information provided during the course of the application, the period of a licence and upon any renewal of a licence and to ensure compliance with the City of Burlington Business Licensing **By-law 42-2008**, as amended, should a licence be issued.

Business Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**OFFICE USE ONLY**

All required documentation submitted & Attached with checklist?

By-Law given to applicant

Newspaper Box Locations already approved:       Yes                       No

Total Fee: \_\_\_\_\_

Received Date: \_\_\_\_\_ Payment Information: \_\_\_\_\_

Accepted By: \_\_\_\_\_ Licence #: \_\_\_\_\_

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