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**REQUIREMENTS FOR: NEWSPAPER BOXES**

**Please Read:**

**ALL LICENCE APPLICATIONS MUST BE SUBMITTED IN PERSON BY THE OWNER,  
or A REPRESENTATIVE OF THE OWNER**

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**Step 1:**

- Submit an inventory of “proposed” box locations by alphabetical street name to the Licensing Officer** (details must include how many boxes, detailed location & street name)
  - Once list is received, it will be reviewed by licensing staff
  - Once list of locations is approved, you will be contacted and at that time you will commence with completing your application by submitting the documentation outlined below

**Step 2:**      **Requirements to be submitted at time of application:**

- Completed Business Licence application form (must be completed and signed by business owner)
- Business Licence Fee
- Proof of age of business owner (i.e. birth certificate, passport, valid driver’s licence)
- Master Business Licence and/or Articles of Incorporation
- Copy of an insurance policy providing a minimum of \$2,000,000.00 public liability insurance in the joint name of the Applicant and the City of Burlington.