

## Business Licence Application

<b>Business Category (please list all applicable categories)</b>	
1.	
2.	
3.	
Application Fee(s):	
1. \$	
2. \$	
3. \$	
<b>Applicant Information (Owner of Business)</b>	
<input type="checkbox"/> Sole Proprietor	Full Name:
<input type="checkbox"/> Partnership	Full Names of <u>all</u> partners:
<input type="checkbox"/> Corporation	Full Name of Corporation:
Names(s) of authorized signing officers:	
Applicant Address (Incl. Unit #):	City:
Postal Code:	Phone:
	Fax:
E-mail:	
<b>*For Partnerships and Corporations, please use attached written declaration</b>	
<b>Business Information</b>	
Business Name:	
Business Location (Incl. Unit #):	City: <b>GUELPH</b>
Postal Code:	Phone:
	Fax:
E-mail:	
<b>Supporting Documents</b>	
1. Provide proof of General Liability Insurance for the business in an amount no less than \$2 million per occurrence	
2. Submit <u>one</u> of the following:	
<input type="checkbox"/> If operating as a Sole Proprietor provide a current Master Business Licence from ServiceOntario	
<b>OR</b>	
<input type="checkbox"/> If operating as a Corporation provide a current Corporation Profile Report, or Articles of Incorporation	

Signature		
<p>I/We, _____, the applicant, hereby acknowledge and certify that;</p> <ul style="list-style-type: none"> <li>• I/We have read and understood Sections 1-42 of the City of Guelph Business Licensing By-law (2009)-18855, and the schedule of that by-law pertaining to the classification of business licence for which I/we are now making application;</li> <li>• Per Section 3 (e) of the By-law I declare that all fines against the Applicant pursuant to the By-Law or its predecessors have either been paid in full or are the subject of a Court approved payment schedule;</li> <li>• the information contained in this application is true and complete to the best of my/our knowledge, and that failure to provide complete or accurate information may delay the licensing process;</li> <li>• it is an offence under Section 25(e) to provide false or misleading information on this application or at any time hereafter to any person having authority for the enforcement or administration of the by-law and that the provision of false or misleading information may result in prosecution and/or penalties as set out in the by-law, or the refusal, suspension or revocation of the business licence;</li> <li>• except as provided in Section 24 of the by-law, the issuance of a license under this by-law does not permit or condone the violation of any By-law, statute or other regulation in effect in the City of Guelph, the Province of Ontario or the Dominion of Canada and it shall be my/our responsibility to ensure that such applicable legislation is complied with at all times.</li> </ul>		
Applicant Name(s) (print)	Signature(s)	Date

I/we have authority to bind the Corporation

**NOTE: for partnership, the signatures of all partners are required. Please attach additional sheet if necessary.**

The submission of a business licence application does not entitle the applicant to carry on business pursuant to the by-law. The applicant is only entitled to do so once a current and valid licence has been issued.

Any Licence or Application issued under By-law (2009)-18555 may be refused, revoked or suspended if the applicant or Licensee is convicted of an offence or has past conviction(s), under any provision of by-law (2009)-18555 or any predecessor of such by-law, or under any other by-law, statute or regulation relating to the business, or otherwise in accordance with the by-law.

The personal information on this application is collected pursuant to the Municipal Act, 2001, the City of Guelph Licensing By-law (2009)-18855 and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. This information will be used for the purposes of issuance and administration of business licences. Questions about this collection can be directed to the Information, Privacy and Records Coordinator, City Hall, 1 Carden St, Guelph, ON, N1H 3A1, 519-822-1260 x 2349.

**Please contact the Licensing Coordinator to book an appointment to submit your business licence application:**

City of Guelph  
 1 Carden St.  
 Guelph, ON N1H 3A1  
 T: 519-822-1260 ext. 2551  
 E: [licensing@guelph.ca](mailto:licensing@guelph.ca)

**Schedule "A"**  
**Written Declaration – Partnership**

We, \_\_\_\_\_ Please print  
\_\_\_\_\_ names of all  
\_\_\_\_\_ partners

do solemnly swear that:

1) the full names and residential addresses of every partner are:

2) the name(s) under which we carry on or intend to carry on business is:

3) that the persons herein named are the only members of the partnership

YES       NO

\_\_\_\_\_  
Names and signature(s) of each partner

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(please attach additional signature sheet if necessary)

**\*NOTE: if a partnership mailing address is provided, this is the address that will be used for service of documents under the By-law, and not the mailing addresses of individual partners**

**If any partner is a corporation, that partner must also complete and attach as part of this application Schedule "B" – Written Declaration - Corporations**

**Schedule "B"**  
**Written Declaration – Corporations**

I/We, \_\_\_\_\_  
 \_\_\_\_\_

Please print  
 names of all  
 directors and  
 officers

do solemnly swear that:

1) the full names and residential addresses of every director and officer are:

2) the name(s) under which the corporation carries on or intends to carry on business is/are:

3) that the persons herein named are the only directors and officers of the corporation

YES       NO

4) the complete mailing address for the corporation is:

\_\_\_\_\_  
 Names and Signature(s)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I/we have authority to bind the Corporation

**NOTE: if any Director or Officer is a Corporation, that Director or Officer must also complete and attach as part of this application Schedule "B" Written Declaration-Corporations**