

## Donation Bin Business Licence Application

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| <b>All donation bins must comply with the regulations outlined in the City of Guelph Zoning By-law No. (1995)-14864.</b>   |  |
| For more information, contact Zoning Services at 519-837-5615 or <a href="mailto:building@guelph.ca">building@guelph.ca</a> .  |  |
| Inspections Fee:<br>\$   | Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque |
| <b>Applicant Information</b>   |  |
| <input type="checkbox"/> Sole Proprietor   | Full Name:   |
| <input type="checkbox"/> Partnership   | Full Names of all Partners:  |
| <input type="checkbox"/> Corporation   | Full Name of Corporation:  |
| Name(s) of authorized signing officers:  |  |
| Applicant Address (Inc. Unit #):   | City:  |
| Postal Code:   | Phone:   |
|  | Fax:   |
| E-mail:  |  |
| Emergency Phone (After Hours):   |  |
| <input type="checkbox"/> "For Profit" Organization   |  |
| <input type="checkbox"/> "Not For Profit" Organization   |  |
| Registered Charity Number (if applicable):   |  |
| <b>Application Requirements</b>  |  |
| <input type="checkbox"/> Location of Donation Bin:   |  |
| <input type="checkbox"/> Letter of permission from the property owner permitting location of donation bin  |  |
| <input type="checkbox"/> A site plan indicating location of donation bin, with relation to all property lines of each such property  |  |
| <input type="checkbox"/> Identify the purpose of all donations being collected:  |  |
| <input type="checkbox"/> Donation Bin is of metal construction   |  |
| Submit <u>one</u> of the following:  |  |
| <input type="checkbox"/> If operating as a Sole Proprietor provide a current Master Business Licence from ServiceOntario<br><p style="text-align: center;"><b>OR</b></p> <input type="checkbox"/> If operating as a Corporation provide a current Corporation Profile Report, or Articles of Incorporation |  |
| <input type="checkbox"/> Provide proof of General Liability Insurance for the business in an amount no less than \$2 million per occurrence  |  |
| <b>Inspections Required Before Issuance of Business Licence</b>  |  |
| Zoning Services  |  |
| Bylaw Compliance and Security  |  |

| Signature  |              |      |
|--|--------------|------|
| <p>I/We, _____, the applicant, hereby acknowledge and declare 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 for inspection;</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> </ul> |              |      |
|  |              |      |
|  |              |      |
|  |              |      |
|  |              |      |
| Applicant Name(s) (print)  | Signature(s) | Date |

The submission of an application for inspection 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 Street, Guelph, ON, N1H 3A1, 519-822-1260 x 2349.

**Note: all correspondence will be mailed to Applicant mailing address.**

**Please contact the Licensing Coordinator to book an appointment to submit your Business 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**

## **Signage Requirements**

The following information is required to be affixed to every Donation Bin in wording not less than 150 Font in size and in contrasting colour to the Bin:

- Name and address of the owner
- Name, address and valid telephone number of the Operator
- If the Operator is a registered charity, the Canada Revenue Agency registration number and the words “Not For Profit”
- If the operator is a registered not-for-profit business, the business registration number and the words “Not For Profit”
- If the Operator is neither a registered charity nor a registered not-for-profit business, the business registration number and the words “For Profit”