

Lodging House Licence Application

To make an application for a Lodging House licence, please provide Enforcement Services with the following:

- A completed Lodging House Application.
- Payment in the amount of \$215.00 made payable to the Town of Whitby.
- Please confirm you have reviewed By-Law #5545-04 Business Licensing Bylaw.

Payments:

Option 1: Submit your completed application with the required documents to our office located at 3050 Garden Street Unit 102, Whitby, ON L1R 2G7. Payments are accepted by debit, cash or cheque made payable to the Town of Whitby.

Option 2: Drop your payment and completed application into the Town's drop box located at 575 Rossland Road E, Whitby, ON L1N 2M8.

Departmental Inspections:

- For Building Permits, please contact the Building Division at: 905.430.4305 or building@whitby.ca.
- For zoning confirmation, please contact the Planning Division at: 905.430.4306 or planning@whitby.ca.
- To book an inspection with the Fire Department, please contact: 905.668.3312 or fire@whitby.ca.
- To book an inspection with the Durham Region Health Department, please contact: 905.668.7711 or ehl@durham.ca.

Additional Information:

- Business licences are renewed annually;
- It is the business owner's/operator's responsibility to renew the licence on time;
- When a licence is deemed "Past Due" a \$53.00 late fee will apply;
- A lodging house found operating without a licence may be subject to fines/charges; and,
- There is no guaranteed timeline for when a licence will be issued.

Part A: Purpose of Application			
Please check:			
<input type="checkbox"/> This is a change of ownership			
<input type="checkbox"/> This is a new application			
<input type="checkbox"/> This is a renewal application			
Part B: Applicant / Operator Information			
First Name:		Last Name:	
Street Number and Address:			
City:	Province:	Postal Code:	
Telephone:		Mobile:	
Email Address:			
Part C: Property Information			
Lodging House Name:			
Registered Business Name (if applicable):			
Address:			
Unit/Suite:		Postal Code:	
Part D: Additional Property Information			
Number of occupants:		Number of bedrooms:	
Number of bathrooms:		Number of common spaces:	

Town of Whitby
Legal and Enforcement Services

3050 Garden Street, Unit 102, Whitby, ON L1R 2G7

www.whitby.ca



The undersigned hereby applies for a licence as described, and agrees to comply with all municipal by-laws and regulations and all other application requirements. The applicant hereby acknowledges that the Town of Whitby, in processing the application, may make such inquiry and searches as it deems appropriate and the applicant hereby authorizes the release of all police and other records and information at this or at anytime by any person to Town Council, provided such information is received and discussed “in camera” and otherwise remains confidential, unless the applicant requests otherwise in writing. The applicant understands that if requested by the Chief of Police, records and information will remain confidential.

In consideration of the issuance of the licence which is the subject matter of this application, the undersigned (joint and severally, if more than one) covenants and agrees to indemnify and save harmless the Town, its officers, employees, servants, agents, contractors and assigns, with respect to any and all actions, causes of action, claims, demands, proceedings, cost damages and expenses howsoever arising either directly or indirectly for the issuance of such licence and the carrying on of the business, project or other activity for which the licence is issued.

In the matter of Licensing by-law No. 5545-04 and amendments thereto, for regulating the issuance, renewal and approval of licences in the Town of Whitby, in the Regional Municipality of Durham:

I _____, do solemnly declare that:

- The statements contained in this application are, from my own knowledge, true;
- This application discloses all facts known to me that are relevant thereto; and,
- I made this solemn declaration consciously believing it to be true, and knowing that it is of the same force and effect as is made under oath and by virtue of “The Canadian Evidence Act”.

Applicant Name	
Applicant Signature	
Date	

Personal information on this form is collected under the authority of the Municipal Act, 2001, c. 25, and will be used to determine compliance with the provisions of the Town’s Licensing By-Law. This information may be forwarded to various Town Departments and the Region of Durham for comment. Questions about this collection should be directed to the Town Clerk, 575 Rossland Road East, Whitby, Ontario, L1N 2M8, 905.430.4315.