



## Town of Whitby

### Legal and Enforcement Services, By-law Services Division

Office Address: 3050 Garden Street, Unit 102, Whitby, ON L1R 2G7

Mailing Address: 575 Rossland Road East, Whitby, ON L1N 2M8

[www.whitby.ca](http://www.whitby.ca)

**PLEASE NOTE, THE PROCESSING OF APPLICATIONS MAY TAKE UP TO 5  
BUSINESS DAYS IN TOTAL**

## BUSINESS LICENCE APPLICATION FORM

New Licence ↑	Renewal ↑	Type of Licence:
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The following **MUST** be **FULLY COMPLETED** in order to process the licence(s) applied for and returned to the above office along with the applicable fees.

**NAME OF BUSINESS:** \_\_\_\_\_

Business Address: \_\_\_\_\_  
Street \_\_\_\_\_ Unit/Suite \_\_\_\_\_  
City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone Number: \_\_\_\_\_

**NAME OF APPLICANT:** \_\_\_\_\_

Address: \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Owner/ Partner  
Other than Applicant: \_\_\_\_\_  
Name \_\_\_\_\_

Address and Postal Code \_\_\_\_\_ Phone Number \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

Name of previous  
business at this location: \_\_\_\_\_

Owner of Property where  
Business is Located: \_\_\_\_\_  
Name \_\_\_\_\_

Address and Postal Code \_\_\_\_\_ Phone Number \_\_\_\_\_

Is this a change of Ownership/Continuation of an Existing Business? Yes ↑ No ↓

<b>FEE: \$</b>	<b>Receipt No.:</b>	<b>Licence No.:</b>
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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, \_\_\_\_\_, of the \_\_\_\_\_  
(City/Town)

Do solemnly declare that:

1. I am the \_\_\_\_\_ of the applicant firm  
(insert position i.e. president, partner, secretary etc.)  
in this application and, as such, have knowledge of the facts heretofore set forth:
2. The statements contained in this application are, from my own knowledge, true;
3. 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".

\_\_\_\_\_  
Signature of Town of Whitby Staff

\_\_\_\_\_  
Signature of Applicant

<b>FOR HEALTH DEPARTMENT USE ONLY</b>	
Does this application comply with all the By-laws and regulations within the jurisdiction of your department?	
Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>Date:</b>	<b>Signed:</b>
<b>Comments:</b>	

**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.**