



# AUCTIONEER MUNICIPAL LICENCE APPLICATION

## THE APPLICATION PROCESS

This package contains the necessary application to apply for the **Auctioneer business licence** in the City of Vaughan (the City). To apply, persons must submit a completed application, pay the applicable fee as listed at [www.vaughan.ca/businesslicensing](http://www.vaughan.ca/businesslicensing) as per the Business Licensing By-law posted in the [By-law Library](#). For more information, contact us:

**By-law and Compliance, Licensing and Permit Services Department, City of Vaughan**

Vaughan City Hall, 2141 Major Mackenzie Dr., 1<sup>st</sup> floor, Vaughan, ON, L6A 1T1

Phone: 905-832-2281 | Email: [bylaw.licensing@vaughan.ca](mailto:bylaw.licensing@vaughan.ca)

Website: [www.vaughan.ca/businesslicensing](http://www.vaughan.ca/businesslicensing)

Hours: Monday to Friday, 8:30 am to 4:30 pm, except for statutory holidays

### How to apply

Applicants and licensees have four options for submitting new or renewal licence applications:

1. **Licensing Portal** where you can apply online for and renew many licences, posted at [vaughan.ca/BusinessLicensing](http://vaughan.ca/BusinessLicensing). Note, you will not be required to complete this form if you apply using the portal.
2. **Mail** to the By-law and Compliance, Licensing and Permit Services Department.
3. **Drop off** to drop-boxes located at the entrances of Vaughan City Hall, with the enveloped marked, "Attn: By-law and Compliance, Licensing and Permit Services".
4. **By e-mail** to [bylaw.licensing@vaughan.ca](mailto:bylaw.licensing@vaughan.ca), along with scanned copies of required documentation, and an e-mail indicating a contact phone number for staff to collect payment.

### Who can submit the application?

The applicant, a person, may submit or designate an "authorized agent" provided that the person is given authorization through this application or a [separate submission](#) of the Authorized Agent Form at [vaughan.ca/BusinessLicensing](http://vaughan.ca/BusinessLicensing).

## THE APPLICATION

### Section 1 – Licence type

Please check the box below to confirm the licence(s) you are applying for.

- I am applying for an Auctioneer licence (a person who sells goods, wares, services, merchandise, animals or land, by a bidding process, who holds and maintains or is required to hold and maintain a valid City of Vaughan Auctioneer’s license).

### Section 2 – Applicant information

Please complete this mandatory section.

Name (first and last name)

Address (street no, street name)

Unit

Municipality

Province

Postal code

Email address

Telephone number

### Section 3 – Authorized Agent

This section should be completed if the applicant would like to appoint an agent to act on behalf on the applicant.

Name of authorized agent (first name, last name)

Email address

Telephone number

### What will the Authorized Agent do on behalf of the applicant?

Select all activities that apply.

- Apply for a business licence or permit, including payment
- Renew a business licence or permit, including payment
- Make and respond to inquiries with respect to the licence, permit or application
- Update information with respect to the licence, permit or application
- Cancel the licence, permit or application
- Other, as described here:

**Section 4 – Required documents**

The following documentation must be submitted with your application.

<b>Item</b> Check the box below if you have included the item	<b>Description</b> The description is based on the Licensing By-law, as amended, as listed at <a href="http://www.vaughan.ca/bylaw">www.vaughan.ca/bylaw</a> in the By-law Library.
<input type="checkbox"/> Canadian Government-Issued Identification	Canadian government-issued identification which demonstrates the applicant is at least 18 years of age and eligible to work in Canada. This may be one or several pieces of identification.
<input type="checkbox"/> Criminal Records Check	Criminal Records Check for the applicant issued from an Ontario Police Service within the previous 90 days; this is required for all directors and officers in a corporation, partners in a partnership and sole proprietors.
<input type="checkbox"/> Photo of applicant	A digital or printed photo of the applicant, which may be a passport photo or one taken by yourself.
<input type="checkbox"/> Authorized Agent Identification (if applicable)	If the applicant would like to appoint an Authorized Agent, Section 3 must be completed and one piece of Canadian government-issued photo identification for the Authorized Agent must be submitted, which must demonstrate the applicant is at least 18 years of age.

**Section 5 – Declarations**

By signing below, the applicant (or the applicant through the authorized agent) certifies that:

- 1) The information contained in this application, attached plans and specifications, and other attached documentation is true and accurate to the best of the applicant’s knowledge.
- 2) The person submitting this application has the authority to bind the applicant.
- 3) The applicant acknowledges that the application may contain “personal information” as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is required pursuant to the provisions of the Municipal Act. It will be used by the City of Vaughan to process this application, for administration of this licence and to ensure compliance with all applicable statutes, regulations and by-laws. Questions about this collection should be directed to the Chief Licensing Officer, By-law and Compliance, Licensing and Permit Services, City of Vaughan, 2141 Major Mackenzie Drive West, Vaughan, Ontario L6A 1T1, telephone number (905) 832-2281.
- 4) The applicant further agrees that any false information may result in refusal to issue, suspend, revoke or place of conditions on any licence.

Name of applicant	Signature of applicant	Date (dd/mm/yy)
Name of authorized agent (if applicable)	Signature of authorized agent	Date (dd/mm/yy)

<b>For office use only</b>	
Reviewed by the following staff:	Date of review (dd/mm/yy)
Notes	