



MUNICIPAL LICENCE APPLICATION

THE APPLICATION PROCESS

This package contains the necessary application to apply for various stationary businesses in the City of Vaughan (the City). To apply, persons must submit a completed application and pay the applicable fee as listed at vaughan.ca/BusinessLicensing. For more information, contact us:

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

Vaughan City Hall, 2141 Major Mackenzie Dr., 1st floor, Vaughan, ON, L6A 1T1

Phone: 905-832-2281 | Email: bylaw.licensing@vaughan.ca

Website: 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. Note, you will not be required to complete this form if you apply using the portal.
2. **Mail** to the “Attn: By-law and Compliance, Licensing and Permit Services”.
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, 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 and appoint an authorized agent

As per the table below, the following persons can submit an application. Note that an “authorized agent” may submit the application, provided that the person is given authorization through this application or [separate submission](#) of the Authorized Agent Form at vaughan.ca/BusinessLicensing.

Applicant	Persons who may: 1. submit the application; and 2. who have the authority to appoint an authorized agent through submission of this form or the Authorized Agent Form
Sole proprietorship	The sole proprietor
Partnership	A partner
Corporation	An officer or director

THE APPLICATION

Section 1 – Licence type

Please indicate the type of licence(s) that are being applied for. Note that the Licensing By-law requires these businesses to be licensed and the Zoning By-law provides information about where businesses are allowed to operate, as well as requirements of these locations. Business category names in each by-law may differ from those in the Zoning By-law. For Licensing questions, contact bylaw.licensing@vaughan.ca or 905-832-2281. For Zoning questions, contact zoninginfo@vaughan.ca or 905-832-8510.

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| <ul style="list-style-type: none"> <input type="checkbox"/> Adult Entertainment Parlour <input type="checkbox"/> Auction Hall <input type="checkbox"/> Banquet Hall, which has: <ul style="list-style-type: none"> <input type="checkbox"/> a permanent outdoor patio <input type="checkbox"/> Billiard Hall with ____ tables <input type="checkbox"/> Body Rub Parlour <input type="checkbox"/> Dry Cleaner, including: <ul style="list-style-type: none"> <input type="checkbox"/> Dry Cleaning Establishment <input type="checkbox"/> Laundromat <input type="checkbox"/> Dry Cleaning Depot <input type="checkbox"/> Eating Establishment, which has: <ul style="list-style-type: none"> <input type="checkbox"/> a convenience store <input type="checkbox"/> a convenience store and drive-through <input type="checkbox"/> a takeout service <input type="checkbox"/> a permanent outdoor patio <input type="checkbox"/> Foodstuff (Retail Sales for packaged goods) <input type="checkbox"/> Kennel <input type="checkbox"/> Limousine Company <input type="checkbox"/> Lounge <input type="checkbox"/> Mobile Sign Lessor <input type="checkbox"/> Night club <input type="checkbox"/> Personal Services (such as hair or nail care, acupuncture, piercing, hair removal, electrolysis, tanning or other aesthetic, skin penetrating or body treatment service) <input type="checkbox"/> Pet Grooming Establishment <input type="checkbox"/> Pet Shop | <ul style="list-style-type: none"> <input type="checkbox"/> Place of Amusement, including: <ul style="list-style-type: none"> <input type="checkbox"/> Class A - Arcade with ____ machines <input type="checkbox"/> Class B - Theatre <input type="checkbox"/> Class C - Bowling Alley <input type="checkbox"/> Private Transportation Company <input type="checkbox"/> Pub <input type="checkbox"/> Public Garage <ul style="list-style-type: none"> <input type="checkbox"/> Auto Body Repairs Shop <input type="checkbox"/> Automobile Gas Bar <input type="checkbox"/> Automotive Retail Store <input type="checkbox"/> Automotive Service Station <input type="checkbox"/> Car Brokerage (Providing sales, leasing or rentals) <input type="checkbox"/> Car Detailing (Providing cleaning by hand) <input type="checkbox"/> Car Wash (Coin or mechanical) <input type="checkbox"/> Mechanical Repairs <input type="checkbox"/> Motor Vehicle Sales Establishment <input type="checkbox"/> Second Hands Good Vendor <input type="checkbox"/> Taxicab Brokerage <input type="checkbox"/> Tobacco Shop <input type="checkbox"/> Video Store <ul style="list-style-type: none"> <input type="checkbox"/> General <input type="checkbox"/> Adult <input type="checkbox"/> Wildlife Removal Company |
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Section 2 – Applicant information

Please complete this mandatory section with respect to the applicant

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| Registered business name
(as per Articles of Incorporation or Master Business Licence) | Type of applicant <ul style="list-style-type: none"> <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation |
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Operating business name (if different than registered business name)	
Name (first and last name of the sole proprietor in a sole proprietorship, a partner in a partnership or a duly authorized director or officer in a corporation)	
Relationship to applicant <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partner in the partnership <input type="checkbox"/> Officer in a Corporation <input type="checkbox"/> Director in a Corporation <input type="checkbox"/> Authorized agent	
Position of person submitting the application	
Business address (street no, street name)	Unit
Municipality Vaughan	Province Ontario
Country Canada	Postal code/ zip code
Business telephone number	Alternative telephone number
Email address	
Mailing address (if different from above)	
Address (street no, street name)	Unit
Municipality	Province
Country	Postal code/ zip code

Information about your business	
Which status applies to your business? <input type="checkbox"/> New business <input type="checkbox"/> Existing business with new owner <input type="checkbox"/> Existing business starting operation in Vaughan	Anticipated start date of operation (dd/mm/yy)
Section 3 – Authorized Agent	
This section should be completed if the applicant would like to appoint an agent to act on behalf on a business licence or permit applicant(s) or licensee(s).	
Name of authorized agent (first name, last name)	
Business telephone number	Email address
What will the Authorized Agent do on behalf of the applicant?	
Select all activities that apply.	
<input type="checkbox"/> Apply for a business licence or permit, including payment <input type="checkbox"/> Renew a business licence or permit, including payment <input type="checkbox"/> Make and respond to inquiries with respect to the licence, permit or application <input type="checkbox"/> Update information with respect to the licence, permit or application <input type="checkbox"/> Cancel the licence, permit or application <input type="checkbox"/> Other, as described here:	
Section 4 – Personal Services Information for the Regional Municipality of York	
Please complete this section if you are applying for a Personal Services business licence. Public Health Departments have been mandated under the Ministry of Health and Long-Term Care to inspect all Personal Service Settings businesses to ensure compliance with the Infection Prevention and Control in Personal Services Settings Protocol, 2016 . This applies to any facility or person offering services where there is food handling or preparation or a risk of exposure to blood or body fluids, as per the following list. The Regional Municipality of York (the Region) is responsible for ensuring all Personal Service Settings and Food Handling within York Region are in compliance. For more information, please contact:	
Health Connection, The Regional Municipality of York Phone: 1-800-361-5653 Email: AccessYork@york.ca Web: Spa Safety Guide at www.york.ca	
<u>Upon new licensing, renewing or change of business ownership</u> , applicants/ licensees are required to provide this information to BCLPS staff. This information will be shared with the Region.	
Check off all the services that will be offered in your premise, including by those who sublet your premises.	
<input type="checkbox"/> Any skin penetrating service (e.g., removal of moles, skin tags or spider veins) <input type="checkbox"/> Acupuncture <input type="checkbox"/> Acne treatments <input type="checkbox"/> Body piercing <input type="checkbox"/> Body treatments (does not include massage)	<input type="checkbox"/> Hair services <input type="checkbox"/> Hydrotherapy/ Whirlpool tub Laser hair removal <input type="checkbox"/> Manicures <input type="checkbox"/> Make-up <input type="checkbox"/> Pedicures

<input type="checkbox"/> Ear piercing <input type="checkbox"/> Electrolysis <input type="checkbox"/> Facials <input type="checkbox"/> Food services (includes food prepared on site, catered food, beverages, packaged goods, vending machines)	<input type="checkbox"/> Tanning <input type="checkbox"/> Tattooing or micropigmentation <input type="checkbox"/> Waxing <input type="checkbox"/> Other, please specify: _____
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Section 5 – Required documents

The following documentation must be submitted with your application.

Item	Description
Check the box below if you have included the item.	The description is based on the Licensing By-law, as amended, as listed at www.vaughan.ca/bylaw in the By-law Library.

Required for all businesses

<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 is required for all directors and officers in a corporation, partners in a partnership and sole proprietors. This may be one or several pieces of identification.
<input type="checkbox"/> Business Registration Documents	Business Registration Documents (e.g., Master Business Licence, Certificate of Registration, franchise agreement, partnership agreement, or articles of incorporation; if the business' legal and operating name are different, both the Master Business Licence and Articles of Incorporation are required)
Zoning Clearance - Municipal Licence	A Zoning Search for a Municipal Licence Clearance must be completed for all stationary businesses located in the City of Vaughan prior to applying for a licence, issued within the previous 365 days. For more information or to apply online, please visit the following web address: https://www.vaughan.ca/residential/by-laws-and-enforcement/property-by-laws/zoning/zoning-searches-and-forms
<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 demonstrates the agent is at least 18 years old.

Additional Requirements for Adult Entertainment Parlours

<input type="checkbox"/> Proof of Property Ownership or Tenancy	Proof of Property Ownership or Tenancy
<input type="checkbox"/> Letter of Authorization from Property Owner	Letter of Authorization from Property Owner
<input type="checkbox"/> Partnership Declaration	Partnership declaration (if applicable, in which partnerships disclose the full name and address of each partner, any names under which the partnership carries on or intends to carry on business, that they are the only members of the partnership, and their mailing address)

<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.
Additional requirements for Auction Halls	
<input type="checkbox"/> List of all auctioneers	Listing of auctioneers operating at premises
Additional requirements for Banquet Halls	
<input type="checkbox"/> Floor Plan	Floor Plan with location, size and construction of hall with proposed seating arrangements.
<input type="checkbox"/> Fire inspection certificate	A certificate from the Chief Fire Official certifying the building complies with fire and life safety regulations. For more information, please contact Vaughan Fire and Rescue Services directly at firerescue@vaughan.ca or 905-832-8506.
<input type="checkbox"/> Medical Officer of Health inspection report and YorkSafe pass sign	A report and YorkSafe pass sign from the York Region Medical Officer of Health certifying that the premises are in a proper sanitary condition and that adequate sanitary facilities are provided for the use of patrons thereto. For more information, please contact York Region Health Connection at 1-800-361-5653 or Health.Inspectors@york.ca .
Additional requirements for Body Rub Parlours	
<input type="checkbox"/> Proof of Property Ownership or Tenancy	Proof of Property Ownership or Tenancy Agreement
<input type="checkbox"/> Floor plan	A floor plan showing the rooms designated for body rubs.
<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"/> Letter from Regulated Health Professional (if applicable)	Letter from Regulated Health Professional authorizing the Body Rub Parlour to operate
<input type="checkbox"/> Passport-size photos	Two (2) passport-size photos of applicant; if a corporation or partnership, two (2) passport size photos of one officer or partner.
<input type="checkbox"/> Letter from Owner	Letter of permission to operate from property owner

<input type="checkbox"/> List of Shareholders (if applicable)	List of all shareholders, if a corporation; if a shareholder is a corporation, the list of that corporation's shareholders must be provided, and so on, until all individuals are listed.
<input type="checkbox"/> Shareholder Identification (if applicable)	Shareholder Identification which shows their date of birth (if applicable)
<input type="checkbox"/> Partnership Declaration (if applicant is a partnership)	Partnerships Declaration, in which partnerships disclose the full name and address of each partner, any names under which the partnership carries on or intends to carry on business, that they are the only members of the partnership, and their mailing address
Additional requirements for Eating Establishments	
<input type="checkbox"/> Hours of operation for Eating Establishments which operate as nightclubs and lounges	If the Eating Establishment will be operating as a nightclub or lounge, please provide the days and times in which the nightclub or lounge will be operated.
Additional requirements for Kennels	
<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"/> Site plan	A site plan showing the location of all buildings or structures on the property and all buildings on adjacent properties, specifying each structure's purpose and all distances in between them, such as kennels, dog runs and residential buildings.
<input type="checkbox"/> List of dogs	A list of all dogs to be kept at the subject property, including both purebreds and non-purebreds, and verification of current rabies, distemper, and parvo vaccination for each dog.
<input type="checkbox"/> Membership in animal pedigree association (for kennels with purebred dogs)	Proof of active membership in the Canadian Kennel Club or other association incorporated under the Animal Pedigree Act.
<input type="checkbox"/> Proof of participation in dog races (for kennels with sled dogs)	Proof of active participation or registration in dog sled or similar races within the previous or upcoming twelve (12) months.
<input type="checkbox"/> Proof of active membership in	Proof of active membership in an association for the purpose of hunting dogs training or trailing, hunting dog licences for each dog issued by the Ministry of Natural

the Canadian Kennel Club (for kennels with hunting dogs)	Resources within the previous twelve (12) months, or other proof of active participation in regular hunting activities within the previous or upcoming twelve (12) months.
<input type="checkbox"/> Proof of Insurance	Proof of General Liability Insurance of at least \$2,000,000 on the City's standard Certificate of Insurance , linked to www.vaughan.ca/BusinessLicensing .
Additional requirements for Limousine Companies	
<input type="checkbox"/> List of Limousines	Complete listing of all Limousines being operated through the Limousine Company.
<input type="checkbox"/> Description of Platform	A description of the Platform used in the provision of services, including means by which customers interact with the platform, types of data collected, types of data provided to customers, means by which the customer is provided with the fare amount and how payment is made.
<input type="checkbox"/> Fares and fees list	A complete listing of all fares and other fees that may be charged customers.
<input type="checkbox"/> Proof of Insurance	Proof of general liability insurance in the amount of \$5,000,000 or more on the City's standard Certificate of Insurance , linked to www.vaughan.ca/BusinessLicensing .
Additional requirements for Pet Grooming Establishments or Pet Shops	
<input type="checkbox"/> Criminal Records Check	Criminal Records Check for the applicant and all employees 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, sole proprietors, and staff.
<input type="checkbox"/> Site plan	A site plan showing the location of all buildings or structures on the property and all buildings on adjacent properties, specifying each structure's purpose and all distances in between them, such as pet grooming areas, dog runs and residential buildings.
<input type="checkbox"/> Proof of Insurance	Proof of Commercial General Liability insurance in the amount of \$2,000, 000 or more on the City's standard Certificate of Insurance , linked to www.vaughan.ca/BusinessLicensing .
Additional requirements for Personal Services	
<input type="checkbox"/> Certificate of Qualification	Ontario Certificate of Qualification for Hairstyling (if the Owner will be working as a hairstylist)
Additional requirements for Private Transportation Companies	
<input type="checkbox"/> List of Drivers and Vehicles	<p>A complete listing of all Private Transportation Company drivers and motor vehicles that have used its Platform to pick up passengers in the City of Vaughan in the month previous to application. This list, for any drivers:</p> <ol style="list-style-type: none"> 1) licensed in another municipality, must include the driver's name, licence number from the other municipality, provincial plate number and car make/model/year 2) not licensed in another municipality, must include: <ol style="list-style-type: none"> a) the driver's name, provincial plate number, and car make/model/year; b) for each driver:

	<ul style="list-style-type: none"> i) a copy of their Class “G” Ontario driver’s licence, showing proof of being at least 18 years of age ii) a three-year Statement of Driving Record (issued within the previous 90 days prior to the date of application) iii) proof of eligibility to work in Canada iv) Police Criminal Records Check issued in the previous 90 days from application
<input type="checkbox"/> Confirmation of driver consent	Confirmation that drivers are aware their information may be shared with the City.
<input type="checkbox"/> Description of Platform	A description of the Platform used in the provision of services, including means by which customers interact with the platform, types of data collected, types of data provided to customers, means by which the customer is provided with the fare amount and how payment is made.
<input type="checkbox"/> Proof of Insurance	Proof of general liability insurance in the amount of \$5,000,000 or more on the City's standard Certificate of Insurance , linked to www.vaughan.ca/BusinessLicensing .
<input type="checkbox"/> Fare and fee information	Confirmation that the passenger is advised of the full fare prior to the trip or a complete listing of all fares and rates, and explanation of when the customer is provided this information
<input type="checkbox"/> Electronic payment information (if applicable)	If electronic transfer is performed, an electronic funds transfer confirmation number must be included with the application.
Additional requirements for Pubs, Lounges and Nightclubs	
<input type="checkbox"/> Declaration of Use	A declaration that the premises will be used as a pub, lounge or nightclub.
<input type="checkbox"/> List of Persons of Authority	a list of all Persons of Authority for the Pub, Lounge or Night Club, including current contact information for each Person on the list
<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, sole proprietors, and Persons of Authority.
<input type="checkbox"/> Noise Control Plan	<p>This plan must include:</p> <ul style="list-style-type: none"> • the maximum volume levels for music within the Pub, Lounge or Night Club • the wattage of the music or sound-producing systems used in the Pub, Lounge or Night Club; and • the sound insulation methods or mechanisms used within the building.
<input type="checkbox"/> Crowd Control Plan	<p>This plan must include:</p> <ul style="list-style-type: none"> • the manner in which people seeking entry or re-entry into the Pub, Lounge or Night Club may line up outside prior to entry, including the location of such line-ups and the maximum number of people permitted to be in such line-ups; and • the procedures used to monitor the line-ups, to control the number of people in the line-ups, to ensure orderly conduct by the people in the line-ups, and to

	ensure that such line-ups do not prevent or obstruct other pedestrians or Persons from accessing adjacent Businesses;
<input type="checkbox"/> Litter Control Plan	This plan should contain where litter containers are to be placed, how often they are to be checked and maintained, and how the areas adjacent to the Pub, Lounge or Night Club are to be maintained clean and free of litter, waste and other debris.
<input type="checkbox"/> Letter from the Property Owner (if applicable)	A letter from the property owner or authorized property manager stating that the business has been or will be allowed to operate at the premises pursuant to the applicable lease or rental agreement.
<input type="checkbox"/> Proof of Insurance	Proof of General Liability Insurance of at least \$2,000,000 on the City's standard Certificate of Insurance , linked to www.vaughan.ca/BusinessLicensing .
Additional requirements for Second Hand Goods Vendors	
<input type="checkbox"/> Proof of Property Ownership or Tenancy	Proof of Property Ownership or Tenancy
<input type="checkbox"/> Passport-size photos	Two (2) passport-size photos of applicant; if a corporation or partnership, two (2) passport size photos of one officer or partner.
<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"/> Partnership Declaration	Partnership declaration (if applicable, in which partnerships disclose the full name and address of each partner, any names under which the partnership carries on or intends to carry on business, that they are the only members of the partnership, and their mailing address)
Additional requirements for Taxicab Brokerages	
<input type="checkbox"/> List of Taxicabs and Accessible Taxicabs	A complete listing of all Taxicabs and Accessible Taxicabs being operated from the Taxicab Brokerage.
<input type="checkbox"/> Description of Platform	A description of the Platform used in the provision of services, including means by which customers interact with the platform, types of data collected, types of data provided to customers, means by which the customer is provided with the fare amount, how payment is made, and the basis upon which the trip meter calculates fares.
<input type="checkbox"/> Fares and fees list	A complete listing of all fares and other fees that may be charged customers.
<input type="checkbox"/> Proof of Insurance	Proof of general liability insurance in the amount of \$5,000,000 or more on the City's standard Certificate of Insurance , linked to www.vaughan.ca/BusinessLicensing .

Additional requirements for Video Stores and Adult Video Stores	
<input type="checkbox"/> Viewing area	The measurements, including vertical and horizontal dimensions, of the area in the premises in which videotapes are, or are to be provided, and of the area, if such is smaller, used or to be used for the provision of adult videotapes.
Additional requirements for Wildlife Removal Companies	
<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"/> Proof of Work Safety Insurance	Proof that every employee or other person under the applicant's charge is insured in accordance with the Work Safety and Insurance Act.
<input type="checkbox"/> Photograph(s) of the applicant	A photograph(s) of the applicant taken within that last thirty (30) days; the photograph shall be of: <ul style="list-style-type: none"> • the sole proprietor if the applicant is a sole proprietorship; • at least one of the partners if the applicant is a partnership; or, • at least one director or officer of the corporation, if the applicant is a corporation.
<input type="checkbox"/> Map of the service area	Attach a map of the area(s) where the company will operate.
<input type="checkbox"/> Proof of Insurance	Proof of general liability insurance in the amount of \$5,000,000 or more on the City's standard Certificate of Insurance , linked to www.vaughan.ca/BusinessLicensing .
<input type="checkbox"/> List of vehicles used in the business	A list of vehicles used by the company, listing each vehicle's make, model, year and the provincial vehicle plate number.
<input type="checkbox"/> Records of wildlife capture	Records pertaining to each wildlife capture and/or removal for the preceding year.
Section 6 – Declarations	
<p>By signing below, the applicant (or the applicant through the authorized agent) certifies that:</p> <ol style="list-style-type: none"> 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. <p>The applicant further agrees that any false information may result in refusal to issue, suspend, revoke or place of conditions on any licence.</p>	

Signature of at least one of the applicant(s), such as the sole proprietor, partners, officers or directors
 Note that only those applicants whose names and signatures are submitted below, will be authorized to manage the licence. If there are more than two applicants to be listed, you can include their names, signatures and the date of signatures on the back of this document.

Name of applicant 1	Signature of applicant 1	Date (dd/mm/yy)
Name of applicant 2	Signature of applicant 2	Date (dd/mm/yy)
Signature of the authorized agent (if applicable)		
Name of authorized agent	Signature of authorized agent	Date (dd/mm/yy)

For office use only

Reviewed by the following staff:	Date of review (dd/mm/yy)
Notes	