



NEWSPAPER BOX PERMIT APPLICATION

THE APPLICATION PROCESS

This package contains the necessary application to apply for a **Newspaper Box** 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 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, 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 check below to confirm licence you are applying for.

☐ I am applying for a Newspaper Box licence.

Section 2 – Applicant information

The applicant is the entity seeking to obtain the permit.

Registered business name
(as per Articles of Incorporation or Master Business Licence)

Type of applicant

- ☐ Sole proprietor
☐ Partnership
☐ Corporation

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)

Address (street no, street name)

Unit

Municipality

Province

Country

Postal code/ zip code

Email address

Telephone Number

Mailing address (if different from above)

Address (street no, street name)

Unit

Municipality

Province

Country

Postal code/ zip code

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 – Newspaper boxes Please provide the following information with respect to the newspaper boxes. Note, the application fee is equal to the number of newspaper boxes multiplied by the application fee, as listed at www.vaughan.ca/businesslicensing .			
Number of newspaper boxes		Publication name	
Location of newspaper boxes If there are more than 6 boxes, attach details with the application.			
1	Location		
2	Location		
3	Location		
4	Location		
5	Location		
6	Location		
Section 5 – Placement of newspaper boxes Check below to confirm that newspaper boxes will placed in accordance with the Newspaper Box By-law.			

- ☐ I confirm that the newspapers boxes will be placed in accordance with the Newspaper By-law, including that all newspaper boxes shall:
- (a) not obstruct or interfere with vehicular or pedestrian traffic;
 - (b) not be at a transit stop in such a manner as to interfere or obstruct passenger movement;
 - (c) not be obstruct or interfere with highway and sidewalk maintenance, including cleaning and snow removal;
 - (d) not be inside a transit shelter;
 - (e) not be such a manner that would interfere with traffic sign or utility maintenance;
 - (f) not be within three (3) meters of a fire hydrant;
 - (g) not be within ten (10) meters of a pedestrian crossover or any posted crosswalk/school patrol crossing;
 - (h) not be on the frontage of any property zoned residential;
 - (i) not interfere with access to or maintenance of any hydro transformer, hydro switchgear, telephone or cable television terminal box or any other utility, above or underground in the road allowance;
 - (j) only be attached to and placed between the municipal sidewalk and property line in a common area, grouped together and placed on a concrete pad and be secured by means of an industrial bolt into the concrete pad approved by and to the satisfaction of the City;
 - (k) be placed on the municipal boulevard between the sidewalk and curb, only if there is a minimum boulevard width of 2.0 meters;
 - (l) be no closer than 2.0 meters from a transit passenger shelter or bench;
 - (m) be on only two, diagonally opposite, corners of an intersection, to a maximum of two (2) corners, set back a minimum of ten (10) meters from the intersecting curb lines;
 - (n) not exceed four (4) in total at any particular intersection;
 - (o) be at mid-block locations so as not to restrict sightlines from nearby driveways or pathways and, wherever feasible, with a minimum of fifty (50) meters between locations, on each side of the highway;
 - (p) be placed as per direction from the utility companies in order to safeguard utilities from damage.

Section 6 – Required information

The following information and documentation must be submitted with your application.

Item	Description
Check the box below to indicate 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.
<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, 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)
<input type="checkbox"/> Proof of insurance	Proof of commercial general liability insurance of at least \$2,000,000 on the City's standard Certificate of Insurance , linked to vaughan.ca/BusinessLicensing .
<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.

Section 7 – 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 knowledge of the applicant(s) or authorized agent.
- 2) 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.
- 3) The applicant further agrees that any false information may result in refusal to issue, suspension, revocation or placement of conditions on any licence.

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)