



**FOOD PREMISES BUSINESS LICENCE APPLICATION  
MUNICIPAL CODE CHAPTER 326 A-2**

COMPLETE DEFINITIONS AND LICENCE FEES ARE AVAILABLE ON THE CITY OF BRANTFORD WEBSITE AT [WWW.BRANTFORD.CA](http://WWW.BRANTFORD.CA)

**NEW APPLICATION**       **RENEWAL APPLICATION**

<input type="checkbox"/> <b>EATING ESTABLISHMENT</b> <b>Category 1 - 30 seating capacity</b> New - \$563.00 Renew - \$341.00	<input type="checkbox"/> <b>EATING ESTABLISHMENT</b> <b>Category 2 - 31-150 seating capacity</b> New - \$613.00 Renew - \$391.00	<input type="checkbox"/> <b>EATING ESTABLISHMENT</b> <b>Category 3 - More than 150 seating capacity</b> New - \$663.00 Renew - \$441.00
<input type="checkbox"/> <b>FOOD SHOP</b> New - \$524.00 Renew - \$269.00	<input type="checkbox"/> <b>FOOD VENDING</b> New - \$524.00 Renew - \$269.00	

NAME OF APPLICANT (LICENCE GRANTED TO)		NAME OF BUSINESS (OPERATING AS)	
MAILING ADDRESS		BUSINESS ADDRESS (LOCATION TO BE LICENSED)	
CITY	POSTAL CODE	CITY	POSTAL CODE
HOME PHONE	CELL PHONE	BUSINESS PHONE	FAX
E-MAIL ADDRESS (For Correspondence Purposes)			

PROPOSED OPENING DATE (M/D/Y)	CAPACITY	
SIGNATURE	TITLE	DATE (M/D/Y)
<i>I have the authority to bind the business/corporation</i>		

NAME IN FULL (PLEASE PRINT)

**FOR FOOD VENDING MACHINES**

NUMBER OF MACHINES AT THE ABOVE LISTED LOCATION

Each Vending Machine Location requires a separate Licence Application form to be submitted

**FOR OFFICE USE ONLY**

LICENCE FEE	PAYMENT METHOD	CASH <input type="checkbox"/>	DEBIT <input type="checkbox"/>	MASTER CARD <input type="checkbox"/>
		VISA <input type="checkbox"/>	CHEQUE <input type="checkbox"/>	JOURNAL ENTRY <input type="checkbox"/>

	DATE CIRCULATED	INFORMATION RECEIVED
BUILDING DEPT Zoning Only		
HEALTH UNIT		
FIRE DEPT		

COMMENTS:	TAG(S) ISSUED	
DATE RECEIVED	CUSTOMER NUMBER	DATE ISSUED

**Please direct any inquiries regarding this form or licence fees to the Clerk's Department 519-759-4150.**

**RETURN COMPLETED FORM WITH APPLICABLE LICENCE FEE TO CITY CLERK'S DEPARTMENT,  
100 WELLINGTON SQUARE, PO BOX 818, BRANTFORD, ON N3T 5R7**

*Information on this form is collected under the authority of Section 10(2) 11 of the Municipal Act, 2001, as amended and Chapter 326 of the City of Brantford Municipal Code, and will be used in the approval process for obtaining a Business Licence. This information is subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection of personal information should be directed to the Manager of Licensing & Administrative Services, 100 Wellington Square, Brantford, Ontario N3T 2M2 (519)759-4150.*



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**Business Licensing  
Municipal Code Chapter 326**

On November 18, 2013, City Council passed a revised Business Licensing bylaw.

As a result of this bylaw, the annual expiration date has been changed from December 31st to March 31st.

A few key highlights of the changes in Business Licensing bylaws are as follows:

- The establishment of a late fee for failing to renew your Business licence prior to the expiration effective April 1st Annually
- Creation of standard application requirements including the addition of the following:
  - Every application for a licence shall contain all of the following information:
    - the name of the applicant, along with a copy of the applicant's identification;
    - if a corporation, a copy of the constating documents of the corporation and a copy of the master business licence of the corporation;
    - a brief description of the premises used for engaging in or carrying on of the business, including:
      - if a building, the description shall contain the address and a description of the building or such part of it as is to be used for the business;
- Definition changes and the creation of a tier categories for Food premises as follows:
  - "eating establishment" means a premises where food, or drink, or both, is prepared and offered for retail sale and where facilities are provided for the consumption of said food on the premises. For the purposes of this Schedule, an eating establishment shall fall into one of the following three categories:
    - Category 1 = seating capacity of 30 or fewer;
    - Category 2 = seating capacity of 31-150, inclusive; or
    - Category 3 = seating capacity of more than 150;
  - "food shop" means any place wherein food and drink intended for human consumption are made for sale, offered for sale, stored or sold, but is not intended to be a place where food and drink are consumed on the premises, but shall not include an outdoor food premises
  - "food vending machine" means any self-service device that upon insertion of a coin, coins or tokens automatically dispenses unit services of food either in bulk or package form