



**HOTEL / MOTEL BUSINESS LICENCE APPLICATION
MUNICIPAL CODE CHAPTER 326 A-13**

COMPLETE DEFINITIONS AND LICENCE FEES ARE AVAILABLE ON THE CITY OF BRANTFORD WEBSITE AT WWW.BRANTFORD.CA

NEW APPLICATION- \$730.00

RENEWAL APPLICATION - \$631.00

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)

NUMBER OF ROOMS _____ MAXIMUM CAPACITY _____

WILL FOOD BE SERVED/PROVIDED ON PREMISES? YES NO

PLEASE NOTE: If food is being served on premises you may be required to obtain a Food Premises Licence. If you have selected yes to the above question, please check with your Licensing Representative to determine if you are required to obtain additional licensing.

ANY CHANGES SINCE THE PREVIOUS LICENCE? YES NO

ADDITIONAL REQUIREMENTS:
 Site Plan or Sketch (New Only) Floor Plan - each floor of the premises (New Only)
 Electrical Inspection Certificate Ontario Elevating Device Licence

OPERATOR'S NAME & TELEPHONE NUMBER:

PROPOSED OPENING DATE (M/D/Y):

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

NAME IN FULL (PLEASE PRINT):

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"/>	

	DATE CIRCULATED	INFORMATION RECEIVED
BUILDING DEPT		
PROPERTY STANDARDS		
FIRE DEPT		
HEALTH DEPT		
POLICE		

SITE PLAN/SKETCH ELECTRICAL INSPECTION CERTIFICATE FLOOR PLAN
 ONTARIO ELEVATING DEVICE LICENCE

COMMENTS

DATE RECEIVED	CUSTOMER NUMBER	DATE ISSUED
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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 the Municipal Act S.O. 2001, Chap. 25, Section 10 and will be used in the approval process for obtaining a Business Licence. This information will be protected in accordance with the Freedom of Information and Protection of Privacy Act. Questions about this collection of personal information should be directed to the Coordinator, Elections and Licensing Enforcement, 100 Wellington Square, Brantford, Ontario N3T 2M2 (519)759-4150.



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Hotel

Hotel shall mean a lot and a building, or structure, or portion thereof, or two or more connected or detached buildings, in which rooms are provided for rent as places of abode on a temporary or transient basis, containing a restaurant and convention centre, meeting rooms, public halls, fitness, pool and spa facilities and may include, as an accessory use, retail facilities provided for the convenience of hotel patrons, accessory retail sales open to the public on a temporary basis, but shall not include an apartment dwelling, lodging house, retirement home or crisis residence.

Motel

Motel shall mean a lot and a building, or structure, or portion thereof, or two or more connected or detached buildings, in which rooms are provided for rent as places of abode on a temporary or transient basis, and may include a restaurant, but shall not include a lodging house, retirement home, an apartment dwelling, meeting rooms, retail facilities, convention centre, or a public hall.

Operator

Operator shall mean a person who, alone or with others, operates, manages, supervises, runs, oversees, or controls a hotel and or motel, and, without restricting the generality of the foregoing, may include the owner of the hotel and or motel.

On October 22, 2019, City Council passed a revised Business Licensing bylaw. As a result of this bylaw, the Hotel/Motel licensing category was created and took effect.

A few key highlights of the new category are as follows:

- Requirements:
 - a) A site plan or sketch identifying the proposed (or existing) location;
 - b) A floor plan for each floor of the premises, including dimensions and the proposed use of each room;
 - c) A certificate, signed by a licensed electrician, certifying that the electrical wiring has been inspected and is satisfactory to the licensed electrician, which shall be provided at the time of the initial application and every three years thereafter;
 - d) An Ontario Elevating Device Licence issued upon satisfactory inspection by the Technical Standards and Safety Authority (TSSA), for those premises containing an elevating device(s);
 - e) Property Standards inspection of common public areas of access including, but not limited to, the lobby, dining area, public washrooms, swimming pool and fitness room confirming compliance with the Municipal Code Chapter 465 - Property Standards.

- Duties of the Operator - every operator shall:
 - 1. Ensure that either the operator or individual who is responsible for the operation of the premises is present and available at the premises at all times;
 - 2. Post in a visible place on the premises a notice stating the name of the operator or individual who is responsible for the operation of the premises is present and available at the premises, and the telephone number where they may be reached immediately;



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3. Maintain a Guest Register for a period of not less than three (3) years [current year, plus retain for two (2) years].
 - a. Ensure that the Guest Register is:
 - i. Easily readable;
 - ii. Not altered or deleted once completed;
 - iii. Retained for a minimum of not less than 12 months, and
 - iv. Made available to the Issuer of Licenses upon request.
 - v.
 - b. Ensure that the Guest Register shall include:
 - i. The name and usual place of residence of each guest;
 - ii. Which room the guest has paid to use;
 - iii. The date and time the guest checks in; and
 - iv. The date and time the guest checks out.
4. Maintain the premises for cleanliness, adequate lighting and ventilation; and
5. Ensure the premises meet all requirements of the *Building Code Act, 1992* and its regulations, the *Fire Protection and Prevention Act, 1997* and its regulations, the *Health Protection and Promotion Act* and its regulations and any applicable by-law.