



LODGING HOUSE BUSINESS LICENCE APPLICATION **MUNICIPAL CODE CHAPTER 326 A-4**

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

☐ **NEW APPLICATION-** \$651.00
 ☐ **RENEWAL APPLICATION -** \$556.00

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 PERSONS TO ACCOMMODATE _____			NUMBER OF ROOMS _____
NUMBER OF : WASHROOMS _____		SINKS _____	BATHTUBS _____
ANY CHANGES SINCE THE PREVIOUS LICENCE?			CAPACITY
ADDITIONAL REQUIREMENTS: Ontario Hydro Clearance Certificate (As Requested by the Issuer of Licensing) Accommodation Questionnaire Floor Plans (New Only)			
MANAGER / CONTACT NAME AND 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			
HEALTH UNIT			
FIRE DEPT			
HYDRO CERTIFICATE <input type="checkbox"/>	ACCOMMODATION QUESTIONNAIRE <input type="checkbox"/>	FLOOR PLAN <input type="checkbox"/>	
COMMENTS			
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,
 58 DALHOUSIE STREET, 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, 58 Dalhousie Street, Brantford, Ontario N3T 2J2 (519)759-4150.

Created November 2013/Revised November 2015



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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 improvements and changes to the Exception section have occurred and are as follows:
 - "lodging house" means any building or portion thereof containing one or more lodging units and which may contain a dwelling unit in addition to the lodging unit(s);
 - "lodging unit" means one or more rooms designed or intended to be used for sleeping accommodations provided to five (5) or more persons in return for remuneration or for the provision of services or both, and which may contain washroom facilities or kitchen facilities, but not both, and shall not include a dwelling unit
- This Schedule shall not apply to the following:
 - (a) hotels, motels, and resorts;
 - (b) hospitals, nursing homes, hospices, homes for the young or aged, retirement homes, correctional homes, crisis residences or other institutions that are licensed, approved or supervised under any act, including any regulation thereunder, of the federal or provincial government; or
 - (c) group homes that are licensed under a provincial or federal statute.