



**PUBLIC HALL BUSINESS LICENCE APPLICATION
MUNICIPAL CODE CHAPTER 326 A-10**

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

NEW - \$648.00

RENEWAL - \$557.00

INCREASE CAPACITY – TEMPORARY - \$44.00

AMENDED CAPACITY - \$44.00

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)

ADDITIONAL REQUIREMENTS:

- Floor Plan (New Halls or Altered/Renovated Halls)
- Certificate of Public Liability and Property Damage Insurance in the amount of not less than three million per occurrence
- An Ontario Hydro Clearance Certificate (As requested by the Issuer of Licences.)

PROPOSED OPENING DATE: (M/D/Y)	NUMBER OF PUBLIC HALLS AT SAME ADDRESS:	
	ROOM NAMES:	CAPACITY :

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"/>	JOURNAL ENTRY <input type="checkbox"/>
	DATE CIRCULATED	INFORMATION RECIEVED		
BUILDING DEPT				
HEALTH UNIT				
FIRE DEPT				
FLOOR PLAN RECEIVED <input type="checkbox"/>	INSURANCE <input type="checkbox"/>	HYDRO CLEARANCE CERTIFICATE <input type="checkbox"/>		

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 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**

Public Hall

A building, structure, or portion thereof (including portable building or tent) with a seating capacity for over 100 persons that is offered for use or used for a place of public assembly. This does not include a Theatre or a building solely used for religious purposes. Such halls may include facilities for the on-site preparation and consumption of foods and beverages. Public Halls are not exempt from the City of Brantford noise Bylaw. The licensee must show proof of holding valid Public Liability and Property Damage insurance in the amount of not less than three million as well as an Ontario Hydro clearance certificate renewed every three years. The location of the Public Hall must be operated within the provisions of the City's Zoning Bylaw 160-90. Applications are circulated to the respective department(s) as per the associated Bylaw for comment and/or inspection.

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 and the **Public Hall** schedule are as follows:

- Change in annual expiration date to March 31st annually
- 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;
 - proof of insurance required pursuant to this Schedule, to the satisfaction of the Issuer of Licences.
 - A certificate, required at the time of application and every three years thereafter, signed by a local inspector of the Electrical Safety Authority, certifying that the electrical wiring has been inspected and found satisfactory to the inspector;
- The licensee shall be responsible for obtaining and maintaining an insurance policy for public liability and property damage

or tenant's legal liability (if applicable) in an amount of not less than \$3,000,000 per occurrence, which policy shall be endorsed to the effect that the Issuer of Licences shall be given at least ten days' notice in writing of any cancellation, expiration or variation.

In addition to the above changes, the following provisions may be applicable to your operations:

Notwithstanding any provision to the contrary, where a property located at one municipal address contains more than one public hall, the applicant shall apply for and obtain a licence for each public hall located at said address, but shall only be required to pay one licence fee for all licenses issued for the operation of public halls at that address.