



# **TEMPORARY SALES - BUSINESS LICENCE APPLICATION** **MUNICIPAL CODE CHAPTER 326 A-7**

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>PEDLAR - OPERATOR</b> New - \$539.00 Renew - \$246.00	<input type="checkbox"/> <b>PEDLAR- DOOR TO DOOR</b> Admin Fee - \$50.00	<input type="checkbox"/> <b>SPECIFIC LOCATION</b> Max of 6 days - \$638.00	<input type="checkbox"/> <b>COMMUNITY TEMPORARY SALE</b>
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**\*A LIST OF EMPLOYEES AND COPIES OF THEIR BIRTH CERTIFICATES IS REQUIRED FOR LICENSING**

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)

TYPE OF OPERATION:    ☐ STORE                      ☐ TRUCK/VEHICLE                      ☐ CART                      ☐ OTHER \_\_\_\_\_

DATE OF SALE (M/D/Y) \_\_\_\_\_ TYPE OF MERCHANDISE TO BE SOLD \_\_\_\_\_

DATE OF PREVIOUS SALES (If applicable) \_\_\_\_\_

SPECIFIC LOCATION OF TEMPORARY SALE:

COMMUNITY APPEALS – A letter from property owner of the location for the sale is required for licensing

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 Zoning Only					
HEALTH DEPT Food Sales Only					
POLICE DEPT					
COMMENTS					
EMPLOYEE LIST RECEIVED <input type="checkbox"/>		PHOTO ID ISSUED <input type="checkbox"/>		CONSENT FROM PROPERTY OWNER <input type="checkbox"/>	
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.*



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### Business Licensing Municipal Code Chapter 326

#### **Pedlar Operator**

Pedlar operator means a person who employs or supervises one or more pedlars and may include a pedlar.

#### **Pedlar**

Pedlar means a person within the city who goes from place to place with goods, wares, or merchandise to hawk, peddle or sell, or who carries and displays samples, patterns or specimens of any goods, wares, or merchandise that are to be delivered afterwards. Applications are circulated to the respective department(s) as per the associated Bylaw for comment and/or inspection.

#### **Pedlar - Specific Location Temporary Sales**

Specific location temporary sales means any business that is operated by a person who sells or proposes to sell goods, wares, services or merchandise, from a specific, temporary location within the City of Brantford, and such sales may be either direct or by way of sample of catalogue for delivery later, and many include, but is not limited to, the sale of fireworks, rugs, art work, blankets, flags, and costumes.

#### **Pedlar - Charitable Organization**

Charitable organizations utilizing volunteers to conduct annual fundraising appeals over a specific time in the community shall be required to register with Brantford City Council. A list of approved charitable fundraising appeals shall be compiled and maintained in the Municipal Policy Manual. Registration with City Council, once approved, shall remain in effect for renewal licences.

**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 **Temporary Sales** schedule are as follows:

- A change in name to a Temporary Sales Schedule within the Business Licensing Bylaw
- 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;
  - for specific location temporary sales:
    - a letter of consent from the property owner on which the specific location temporary sales are to take place; and
    - a site plan showing the location and description of any merchandise display cart, waste receptacles, signs and displays; and
  - for pedlar operators: a list of all pedlars who are operating under the applicant's supervision.
- Change in definitions for the Pedlar Business to include the Pedlar operator
  - "pedlar operator" means a person who employs or supervises one or more pedlars and may include a pedlar;
  - Pedlar Operators and Pedlars are both now required to obtain business licences to operate within the City of Brantford
  - Every pedlar operator who is also a pedlar shall be issued one pedlar's licence, free of charge, for his or her personal use only, upon issuance of the pedlar operator licence pursuant to this Schedule