

2011 License Application Requirements

Adult Entertainment Parlour Owner, Owner/Operator, or Operator: (6 months – Expires January 31st & July 31st)

- Application/ Waiver
- **Fee: \$500.00 – Owner (for 6 months)**
- **\$400.00 – Owner/ Operator (for 6 months)**
- **\$300.00 – Operator (for 6 months)**
- Photo ID & Proof of over 18 years of age (e.g. Valid Driver's License)
- Volunteer Police Screening for *each* owner/officer (not more than 30 days old)
- Name & Location of Parlour

Owner: (in addition to above)

- Copy of floor plan of premises, clearly marked as to entertainment area, office area, and storage area, etc. (Section 1.61)
- Proof of ownership of property and/or a lease agreement or other agreement demonstrating applicant's right to occupy the premises as an adult entertainment parlour.
- *If a Partnership:* Affidavit (See section 1.17)
- *If a Corporation:* Articles of Incorporation & Affidavit (See section 1.19)
- Clearance from the Building Dept., Planning Dept., Fire Dept., & Health Dept. (Circulated by the Licensing Office)

Adult Entertainer: (1 year – Expires January 31st)

- Application/ Waiver
- **Fee: \$200.00**
- Photo ID & Proof of over 18 years of age (e.g. Valid Driver's License)
- Volunteer Police Screening (not more than 30 days old)

Adult Video Store: (1 year – Expires December 31st)

- Application/ Waiver
- **Fee: \$358.00 – Adult Video Store**
\$310.00 – Video Store (where Adult Videos are only incidental)
- Photo ID & Proof of over 18 years of age (e.g. Valid Driver's License)
- Volunteer Police Screening (not more than 30 days old)
- Clearance from Planning Dept., Building Dept., etc. (Circulated by the Licensing Office)

If a Partnership: (in addition to above)

- List of names & home addresses of partners
- Copy of the registered declaration of partnership (if registered)

If a Corporation: (in addition to above)

- List of names & home addresses of the directors, shareholders, & officers of the corporation
- Articles of incorporation
- Copy of the last annual information return filed
- Copy of floor plan of premises

Amusement, Place of: (1 year – Expires December 31st)

- Application/ Waiver
- **Fee: \$340.00 – Class A (more than four machines not in a shopping mall)**
\$245.00 – Class B (1 to 4)
\$344.00 – Class C (Mall up to 10)
\$340.00 – Family Entertainment

Floor plan indicating the total gross floor area, the location and type of machines, and the location and floor area of all other facilities and uses to which the premises will be put

- Clearance from the Public Health Branch, Region of York, the Planning Dept., Building Dept., Fire Dept., etc. (Circulated by Licensing Office)

Class A & Family Entertainment: (in addition to above)

- List of each amusement machine to be located on the premises

Class B & Class C: (in addition to above)

- A list showing the nature of each amusement machine to be located on the premises

Auctioneer: (1 year – Expires December 31st)

- Application/ Waiver
- **Fees: \$165.00**
- Police Clearance Letter (not more than 30 days old)
- Location of Auction(s) – Town should be notified of each desired auction location throughout the year. Suitability of premises will be determined by licensing office, etc.

Billiards: (1 year – Expires December 31st)

- Application
- **Fees: \$200.00 (1-4 tables)**
\$250.00 (more than 4 tables)
- Copy of Floor Plan with dimensions
- Clearance from Building Dept., Planning Dept., & Fire Dept. (Circulated by Licensing Office)

Body Rub Parlour: (6 months – Expires January 31st & July 31st)

- Application/ Waiver
- **Fee: \$500.00 – Owner (for 6 months)**
\$500.00 – Owner/ Operator (for 6 months)
\$350.00 – Operator (for 6 months)
\$249.00 – Attendant (for 6 months)
- Photo ID & Proof of over 18 years of age (e.g. Valid Driver's License)
- Volunteer Police Screening (not more than 30 days old)

Attendant: (in addition to above)

- Letter of Prospective employment/engagement from owner/operator of body rub parlour
- Medical Certificate showing that the attendant is free from communicable or transmissible diseases (not more than 30 days old)

Owner: (in addition to above)

- Proof of being registered owner, or a lease agreement or proof of a legal relationship with the registered owner
- Copy of Floor Plan
- Drawing to show compliance with Building Code Act (may be required)
- *If a Corporation:* Articles of incorporation & Statutory declaration (See section 7.30)
- *If a Partnership:* Statutory declaration (See section 7.28)
- Clearance from Building Dept., Planning Dept., etc. (Circulated by Licensing Office)

Bowling Alley: (1 year – Expires December 31st)

- Application
- **Fee: \$335.00**
- Copy of Floor Plan
- Clearance from various departments (Circulated by the Licensing Office)

Carnival: (Per Event)

- Application submitted no later than ninety (90) days prior to the event
- **Fee: \$225.00 per event**
- **(Plus \$1,000.00 deposit if using Municipally owned lands)**
- Written permission from the property owner for the conduct of the event.
- A certificate of insurance providing proof of insurance of commercial general liability coverage subject to limits of not less \$5,000,000.00 inclusive per occurrence for bodily injury, death and damage to property.
- A map detailing the location of the Carnival on the property.
- A valid and current license to carry on business in Ontario issued by the Technical Standards and Safety Authority.
- A valid and current Ontario Amusement Device Permit issued by the Technical Standards and Safety Authority.
- Proof of sponsorship by a recognized charitable organization/service club in Newmarket.
- Clearance from various departments (Circulated by the Licensing Office)

Catering/ Refreshment Vehicles/ Carts: (1 year – Expires March 31st)**Owner Requirements:**

- Application form
- License fee - \$265.00
- Photo ID (Driver's License)
- Canadian citizenship, or
- landed immigrant status, or
- a valid work permit issued by the Government of Canada, and
- a Police Clearance letter issued by the York Regional Police, current within thirty (30) days of the application; and
- a certificate prepared by a duly qualified medical doctor licensed to practice medicine in Ontario which states that the applicant or licensee is fit and able to operate a motor vehicle and to work with food; such certificate shall be required every two years or earlier if so required by the Clerk or Licensing Officer; and
- driver's abstract current within thirty (30) days; and
- a current valid Class "G" Ontario Driver's license; and
- vehicle ownership; and

- a Safety Standards Certificate for the vehicle that is to be licensed, dated not more than 30 days of application; and
- a certificate of automobile insurance in the amount of two million dollars (\$2,000,000); and if requested a certificate of general liability insurance in the amount of two million dollars (\$2,000,000);
- submit a certificate from the Medical Officer of Health indicating that the Refreshment Vehicle complies with all regulations regarding food served from vehicles, if the vehicle has not been previously licensed by the Town of Newmarket; and

Hotdog Carts are not required to submit driver's abstract, vehicle ownership or a Safety Certificate.

Operator Requirements:

- Application
- License Fee - \$110.00
- Canadian citizenship, or
- landed immigrant status, or
- a valid work permit issued by the Government of Canada, and
- a valid current Class "G" Ontario Driver's Licence, and
- a Police Clearance letter issued by York Regional Police current within thirty (30) days of application; and
- a driver's abstract current within thirty (30) days of application; and
- a certificate prepared by a duly qualified medical doctor licensed to practice medicine in Ontario which states that the applicant or licensee is fit and able to operate a motor vehicle and to work with food; such certificate shall be required every two years or earlier if so required by the Clerk or Licensing Officer; and
- the appropriate license fee as set by Council from time to time.

Hotdog Carts are not required to submit driver's abstract or a driver's license.

Hawkers and Pedlars: (Class A: 1 Year – Expires February 1st; Class B, C, D, E: Expiry as shown on License)

- Application
- List of goods, wares, or merchandise to be sold

(In addition to the above):

Class A: Traveling place to place to sell goods

- Fee: **\$352.00 – Employer**
\$255.00 – Operator/Employee
- Employees must submit a letter of authorization from their employer
- Photo ID (e.g. Valid Driver's License)
- Police Clearance Letter (not more than 30 days old)

Class B: "Special Sale" in one particular place (not more than 7 consecutive days)

- **Fee: \$90.00 per day to a max of \$300.00**
- Written permission from Property owner
- Diagram of location with dimensions
- Clearance from Building, Planning, & Fire Dept. (Circulated by Licensing Office)

Class C: Shopping Mall (return up to 6 times per year not exceeding 7 continuous days each time, or for a period of more than 7 consecutive days, but not to exceed one month)

- **Fee: \$352.00**
- Copy of the lease agreement with shopping mall

Class D: Shopping Mall (continuous period of time of more than one month, but not to exceed 6 months in a calendar year, or from a storefront location not to exceed 3 months)

- **Fee: \$315.00**
- Copy of lease agreement with shopping mall

Class E: "Show Sale" – An event organized by an individual or company, consisting of several participating vendors

- **Fee: \$345.00 per event**
- Copy of lease agreement
- List of vendors

Horse Riding Establishments: (1 year – Expires June 15th)

- Application
- **Fee: \$400.00**

- Photo ID (e.g. Valid Driver's License)
- Volunteer Police Screening (not more than 30 days old)
- Certificate of \$2 million insurance for general liability and personal injury
- Zoning – Approval from Planning Dept.
- *If a Partnership:* Statutory declaration (See section 13.13)
- *If a Corporation:* Statutory declaration (See section 13.14)

Newspaper Boxes: (1 Year – Expires July 1st)

- Application
- **Fees: \$42.00 per box**
- List of locations where newspaper boxes are to be installed
- Certificate of insurance - \$2 million naming the Town as additional insured

Outdoor Serving Area: (1 Year – Expires December 31st)

- Application
- **Fee: \$300.00**
- Proof of being registered owner, or a lease agreement or proof of a legal relationship with the registered owner plus a letter of permission from the owner
- Copy of Liquor License
- Copy of plans with dimensions – restaurant, patio, & parking
- Clearance from various departments (See section 16.8)

Second Hand Goods Shops & Dealers: (1 Year – Expires December 31st)

- Application
- **Fee: \$370.00**
- Photo ID (e.g. Valid Driver's License)
- Police Clearance Letter (not more than 30 days old)
- List of Employees
- *If a Corporation:* Articles of incorporation & Statutory declaration (See section 17.11c)