



**OFFICE OF THE CITY CLERK**

**Policy, Gaming & Licensing**

350 City Hall Square West - Suite 110

Windsor, ON N9A 6S1

Ph: 519-255-6200, Option 1 Fax: 519-255-6868

www.citywindsor.ca

**HAWKER/PEDLAR APPLICATION**

OFFICE USE ONLY

LICENCE # \_\_\_\_\_

**(3 PAGES)**

**APPLICANT NAME AND ADDRESS**

APPLICANT NAME:		DATE OF BIRTH:	(MM/DD/YYYY)
STREET ADDRESS:		HOME PHONE:	
		CELL PHONE:	
CITY, PROVINCE:		POSTAL CODE:	

**BUSINESS NAME AND ADDRESS**

NAME UNDER WHICH BUSINESS OPERATES:		PLEASE INDICATE WITH A CHECK MARK: (✓)		
		Corporation <input type="checkbox"/>	Sole Proprietorship <input type="checkbox"/>	Partnership <input type="checkbox"/>
STREET ADDRESS:		BUS. PHONE:		
CITY, PROVINCE:		FAX NUMBER:		
		POSTAL CODE:		

**MAILING ADDRESS FOR BUSINESS, IF DIFFERENT THAN ABOVE**

STREET ADDRESS:		CITY, PROVINCE:	
		POSTAL CODE:	

LICENCE CATEGORY		LICENCE FEES		
HAWKER/ PEDLAR	CLASS 1 – TEMPORARY VENDING SITE		NEW \$232.00	NO RENEWAL
	CLASS 2 – SEASONAL SALES (3 MONTH PERIOD)		NEW \$232.00	NO RENEWAL
HAWKER/ PEDLAR	CLASS 3 – DOOR TO DOOR SALES		NEW \$191.00	RENEWAL- \$191.00
	CLASS 4 – DOOR TO DOOR SALES PERSON		NEW \$191.00	RENEWAL- \$191.00
	CLASS 5 – GENERAL HAWKER		NEW \$191.00	RENEWAL - \$191.00

CLASS 3, 4 & 5 REQUIRE AN ANNUAL PHOTO ID CARD. THE COST FOR THIS CARD IS \$16.95 (INCLUDING HST). PLEASE NOTE THAT THE MUNICIPAL PHOTO ID CARD ISSUED FOR BUSINESS LICENSING PURPOSES IS THE PROPERTY OF THE CITY OF WINDSOR. THERE WILL BE A \$28.25 CHARGE (INCLUDING HST) FOR THE REPLACEMENT OF ANY LOST OR STOLEN PHOTO ID CARDS

HAVE YOU EVER HAD ANY PREVIOUS MUNICIPAL LICENCE(S)? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES: What type? _____  What year? _____	HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OR INDICTABLE OFFENCE IN CANADA OR ANY OTHER COUNTRY? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES: Year? _____ Location? _____
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**PLEASE ENCLOSE THE FOLLOWING DOCUMENTS WITH THIS APPLICATION**

Police Records Check (Class 3,4 & 5) (not older than 30 days)	List of Employees and Licence Numbers (Class 4)	Business Ownership Declaration (Class 1, 2 & 3)
Letter of Employment (Class 4)	Certificate of Incorporation, if applicable	Master Business Licence, if applicable
Property Use Permission Letter (Class 1&2)	Insurance Policy (Class 1 & 2)	Site Plan (Class 1&2)
Proof of Right to Occupy Premises (Class 3)		
Proof of Work Status (2) pieces of government-issued identification including one photo I.D. as well as one I.D. demonstrating proof of status in Canada (e.g. birth certificate, Canadian passport, Canadian citizenship card, permanent resident card, work permit, etc.		

**DEPARTMENT DISTRIBUTION ONLY**

Building – Zoning Clearance (Class 1 & 2)	
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PLEASE RETURN THIS APPLICATION WITH YOUR PAYMENT TO THE OFFICE OF THE CITY CLERK/POLICY, GAMING & LICENSING DIVISION AT 350 CITY HALL SQUARE WEST, ROOM 203, WINDSOR, ON N9A 6S1. THE LICENCE RENEWAL DEADLINE IS MAY 31<sup>ST</sup> ANNUALLY. A 50% LATE PENALTY IS ADDED TO THE BUSINESS LICENCE FEE ON JUNE 1<sup>ST</sup>. THE APPLICANT COULD FACE FURTHER PENALTIES/FINES FOR OPERATING WITHOUT A VALID BUSINESS LICENCE.

**NOTICE WITH RESPECT TO COLLECTION OF PERSONAL INFORMATION**

I acknowledge that the information requested on this form and any appendices attached are collected under the authority of the Municipal Act, City of Windsor Act, and City of Windsor Licensing By-law 395-2004. This information is required in order to process, issue, monitor, regulate and investigate the various licenses issued by the Office of the City Clerk, Policy, Gaming & Licensing Division. The name and business address of the licensee is public information. Any other personal information collected will only be used for investigative purposes. Questions regarding this collection can be made to the Supervisor of Licensing, 350 City Hall Square W. Suite 110, Windsor, ON N9A 6S1, 519-255-6200.

DATE (MM/DD/YYYY)

SIGNATURE OF APPLICANT & TITLE



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**HAWKER/PEDLAR APPLICATION-PAGE 2**

I hereby make application under By-law 395-2004 for an Hawker/Pedlar Licence.

<b>BUSINESS NAME:</b>	
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<b>BUSINESS ADDRESS:</b>	
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**THE FOLLOWING SECTION FOR NEW APPLICATIONS ONLY**

IF THE COMPANY IS INCORPORATED, PLEASE PROVIDE THE FOLLOWING:

LETTERS OF INCORPORATION (NOTARIZED COPY IS ACCEPTABLE)

LIST OF SHAREHOLDERS

IF THE COMPANY IS A PARTNERSHIP, PLEASE PROVIDE THE FOLLOWING:

A DECLARATION SIGNED BY ALL PARTNERS DECLARING THE FULL NAME OF EVERY PARTNER AND THE ADDRESS OF THEIR NORMAL RESIDENCE

**PLEASE INDICATE BY CHECKMARK THE CLASS BEING APPLIED FOR**

<input type="checkbox"/>	<b>CLASS 1 – TEMPORARY VENDING SITE</b>	<input type="checkbox"/>	<b>CLASS 4 – DOOR-TO-DOOR SALES PERSON</b>
<input type="checkbox"/>	<b>CLASS 2 – SEASONAL SALES (UP TO 3 MONTHS)</b>	<input type="checkbox"/>	<b>CLASS 5 – GENERAL HAWKER</b>
<input type="checkbox"/>	<b>CLASS 3 - DOOR-TO-DOOR SALES</b>	<input type="checkbox"/>	

**PLEASE LIST THE PROPOSED LOCATION OF YOUR OPERATION IN THE CITY AND DATES OF DURATION OF OPERATION**

<b>MUNICIPAL ADDRESS(ES):</b>	<b>FROM: (MM/DD/YYYY)</b>	<b>TO: (MM/DD/YYYY)</b>

<b>NUMBER OF DAYS OF PROPOSED SALE:</b>	
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<b>NUMBER OF SALES PERSONNEL FOR THIS SALE EVENT(S):</b>	
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<b>TYPE OF MERCHANDISE TO BE SOLD*:</b>	
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\*As per *The Consumer Protection Act, 2002 (CPA)*, the following products and services are not permitted to be sold via door-to-door sales: furnaces, air conditioners, air cleaners, air purifiers, water heaters, water treatment devices, water purifiers, water filters, water softeners, duct cleaning services and/or any good or service that performs or combines one or more of the above functions.

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\_\_\_\_\_  
DATE (MM/DD/YYYY)

\_\_\_\_\_  
SIGNATURE OF APPLICANT & TITLE



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**HAWKER/PEDLAR APPLICATION-PAGE 3**

**NAME(S) OF SALES PERSONNEL**

NAME:

NAME:

NAME:

NAME:

PLEASE STATE THE HOURS OF OPERATION.

FROM:

TO:

DO YOU HAVE A PROPERTY USE PERMISSION LETTER FORM THE PROPERTY OWNER?

YES

NO

\*\*\* NOTE: IF APPLYING FOR CLASS 1 OR 2, THIS LETTER IS MANDATORY \*\*\*

**SUPPLIMENTAL INFORMATION FOR SEASONAL SALES**

IS YOUR OCCUPATION FARMING?

YES

NO

ARE YOU LIVING UPON AND TILLING THE LAND DESCRIBED ON THIS APPLICATION?

YES

NO

ARE ALL OF THE GOODS TO BE SOLD GROWN OR PRODUCED ON THE FARM?

YES

NO

BY MAKING APPLICATION, I ACKNOWLEDGE THAT:

- THE ABOVE IS THE ONLY BUSINESS OPERATED AT THESE PREMISES WHICH REQUIRES A MUNICIPAL LICENCE IN ACCORDANCE WITH THE BY-LAWS OF THE MUNICIPALITY;
- I SHALL NOT COMMENCE OPERATION WITHIN THE CITY OF WINDSOR UNTIL THE FORMAL LICENCE IS ISSUED TO ME;
- I AM ALSO REQUIRED TO COMPLY WITH ALL MUNICIPAL BY-LAWS INCLUDING, BUT NOT LIMITED TO, SIGN BY-LAW 250-2004 AND PROPERTY STANDARDS BY-LAW 3-2006, THROUGHOUT THE DURATION OF THE LICENSING PERIOD.

APPLICANT'S INITIALS

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