



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

HOSPITALITY FOOD SERVICE

OFFICE USE ONLY

LICENCE # _____

APPLICATION (2 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

CORPORATION NUMBER AND OPERATING NAME:		PLEASE INDICATE WITH A CHECK MARK:(√) Corporation Sole Proprietorship Partnership ☐ ☐ ☐	
STREET ADDRESS:		BUS. PHONE:	
		EMAIL ADDRESS:	
CITY, PROVINCE:		POSTAL CODE:	

MAILING ADDRESS FOR BUSINESS, IF DIFFERENT THAN ABOVE

STREET ADDRESS:		CITY, PROVINCE:	
		POSTAL CODE:	

LICENCE CATEGORY	LICENCE FEES		
HOSPITALITY FOOD SERVICE		NEW \$572.00	RENEWAL - \$430.00
HOSPITALITY FOOD SERVICE – LUNCH COUNTER		NEW \$572.00	RENEWAL - \$430.00
HOSPITALITY FOOD SERVICE/ANCILLARY LIQUOR		NEW \$757.00	RENEWAL - \$615.00
HOSPITALITY LIQUOR SERVICE/ANCILLARY FOOD		NEW \$757.00	RENEWAL - \$615.00

HAVE YOU EVER HAD ANY PREVIOUS MUNICIPAL LICENCE(S)?
YES ☐ NO ☐ IF YES: What type? _____

What year? _____

HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OR
INDICTABLE OFFENCE IN CANADA OR ANY OTHER
COUNTRY?
YES ☐ NO ☐ IF YES: Year? _____

Location? _____

PLEASE ENCLOSE THE FOLLOWING DOCUMENTS WITH THIS APPLICATION

	Certificate of Incorporation including Directors, if applicable		Business Name Registration / Franchise Agreement, if applicable
	Windsor/Essex Board of Health Approval (519-258-2146)		Liquor Licence
	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.	
	Valid Photo Identification		

THE LICENCE RENEWAL DEADLINE IS FEBRUARY 28TH ANNUALLY. A 50% LATE PENALTY IS ADDED TO THE BUSINESS LICENCE FEE ON MARCH 1ST. THE APPLICANT COULD FACE FURTHER PENALTIES/FINES FOR OPERATING WITHOUT A VALID BUSINESS LICENCE.

NOTE: APPLICATIONS ACCEPTED UNTIL 3:30 PM MONDAY-FRIDAY, EXCEPT HOLIDAYS

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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APPLICATION-PAGE 2

PLEASE ANSWER THE FOLLOWING QUESTIONS

YES NO

1	IS THE FOOD COOKED ON THE PREMISES?		
2	IS THE FOOD COOKED WITH GREASE AND/OR OIL?		
3	ARE TOBACCO PRODUCTS SOLD ON THE PREMISES?		
4	DOES THE PREMISES PROVIDE LIVE OR PRE-RECORDED MUSIC?		
5	DOES THE PREMISES HAVE A DANCE FLOOR?		
6	DO YOU OPERATE A PATIO ON CITY PROPERTY?		
	IF SO, DO YOU HAVE A PATIO AGREEMENT?		

TYPE OF LICENCE REQUIRED (✓)

	HOSPITALITY FOOD SERVICE:	A RESTAURANT WHICH HAS AS ITS PRIMARY PURPOSE FOOD SERVICE, INCLUDING BUT NOT LIMITED TO CAFETERIAS, COFFEE SHOPS, DOUGHNUT SHOPS, SNACK BARS, FAST FOOD CHAINS AND OTHER RESTAURANTS WHICH DO NOT SERVE ALCOHOL.		
	LUNCH COUNTER:	A BUILDING OR STRUCTURE OR PART THEREOF WHERE MEALS OR MEAL PORTIONS INCLUDING ICE CREAM CONES OR OTHER FROZEN CONFECTIONARIES, ARE PREPARED AND SOLD OVER A COUNTER FOR CONSUMPTION WITHIN THE BUILDING OR STRUCTURE OR OFF THE PREMISES.		
	HOSPITALITY FOOD SERVICE/ ANCILLARY LIQUOR	A RESTAURANT WHICH SERVES BOTH FOOD AND ALCOHOL, WHICH HAS AS ITS PRIMARY PURPOSE FOOD SERVICE, WHERE FOOD SALES EXCEED 50% OF SALES AND ALCOHOL SERVICE IS ANCILLARY TO FOOD SERVICE.		
	HOSPITALITY LIQUOR SERVICE/ ANCILLARY FOOD	PREMISES WHERE LIQUOR SALES EXCEED 50% OF TOTAL FOOD AND BEVERAGE SALES, WHERE FOOD SERVICE IS ANCILLARY TO LIQUOR SERVICE.		
IF YOU SELL ALCOHOL, PLEASE PROVIDE YOU LIQUOR LICENCE:		#	EXPIRY DATE:	

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