



OFFICE OF THE COMMISSIONER,
LEGAL & LEGISLATIVE SERVICES

Policy, Gaming, Licensing & By-law Enforcement
350 City Hall Square West - Suite 110
Windsor, ON N9A 6S1
Ph: 519-255-6200, Option 1 Fax: 519-255-6868
licences@citywindsor.ca
www.citywindsor.ca

DONATION BIN BUSINESS APPLICATION

OFFICE USE ONLY

LICENCE # _____

(PAGE 1 OF 2)

APPLICANT NAME AND ADDRESS

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

BUSINESS NAME AND ADDRESS

CORPORATION NAME AND OPERATING NUMBER:		PLEASE INDICATE WITH A CHECK MARK:(√)	
		Corporation ☐	Sole Proprietorship ☐
STREET ADDRESS:		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		
DONATION BIN BUSINESS	CLASS 1 – FOR PROFIT ORGANIZATION		NEW \$295.00	RENEWAL - \$255.00
	CLASS 2 – NON PROFIT ORGANIZATION (REGISTERED CHARITY)		NEW \$148.00	RENEWAL - \$128.00
DONATION BIN (EACH)	CLASS 1 – FOR PROFIT ORGANIZATION		NEW \$295.00	RENEWAL - \$255.00
	CLASS 2 – NON PROFIT ORGANIZATION (REGISTERED CHARITY)		NEW \$148.00	RENEWAL - \$128.00

HAVE YOU EVER HELD A CITY OF WINDSOR 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? _____
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PLEASE ENCLOSE THE FOLLOWING DOCUMENTS WITH THIS APPLICATION

Proof of CRA Charitable Registration (if applicable)	Business Ownership Declaration (new application)	Site Plan (each Bin location)
Property Owner Consent Form OR Lease Agreement (each Bin location)	Articles of Incorporation with Directors, if applicable	Business Name Registration or Franchise Agreement, if applicable
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

City Planner – Zoning Clearance	
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THE LICENCE RENEWAL DEADLINE IS JANUARY 31ST ANNUALLY. A 50% LATE PENALTY IS ADDED TO THE BUSINESS LICENCE FEE ON FEBRUARY 1ST. THE APPLICANT COULD FACE FURTHER PENALTIES/FINES FOR OPERATING WITHOUT A VALID BUSINESS LICENCE.

NOTE: APPLICATIONS ACCEPTED UNTIL 3:30 PM MONDAY-FRDIAY, 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 No. 395-2004. This information is required in order to process, issue, monitor, regulate and investigate the various licenses issued by the Licence Commissioner for the Corporation of the City of Windsor. 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/Deputy Licence Commissioner, 350 City Hall Square W. Suite 110, Windsor, ON N9A 6S1, 519-255-6200, option 1.

DATE (MM/DD/YYYY)

SIGNATURE OF APPLICANT & TITLE



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DONATION BIN BUSINESS APPLICATION - PAGE 2 OF 2

I hereby make application under Schedule D1 to City of Windsor Business Licensing By-law No. 395-2004 for a Donation Bin Business licence and all associated Donation Bins.

APPLICANT NAME:

DONATION BIN
BUSINESS NAME:

PLEASE LIST THE PROPOSED LOCATION OF EACH DONATION BIN PLACEMENT WITHIN THE BOUNDARIES OF THE CITY OF WINDSOR. ALL DONATIONS BIN PLACEMENTS MUST BE ACCOMPANIED BY A SITE PLAN AND PROPERTY OWNER CONSENT LETTER OR LEASE AGREEMENT SUBMITTED WITH THIS APPLICATION.

MUNICIPAL ADDRESS(ES):

1.

2.

3.

4.

5.

6.

7.

8.

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;
- IN ADDITION TO BUSINESS LICENSING BY-LAW 395-2004, I AM ALSO REQUIRED TO COMPLY WITH ALL MUNICIPAL BY-LAWS INCLUDING, BUT NOT LIMITED TO, ZONING BY-LAW 8600, LAND MAINTENANCE & ANTI LITTERING BY-LAW 3-2006 AND COLLECTION OF REFUSE BY-LAW 2-2006, THROUGHOUT THE DURATION OF THE LICENSING PERIOD.

APPLICANT'S INITIALS _____

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