



THE CORPORATION OF THE TOWN OF OAKVILLE
 1225 Trafalgar Road
 Oakville Ontario, L6H 0H3
 Telephone: 905-845-6601 Fax: 905-815-6077

2020 APPLICATION TO LICENCE AN ADULT ENTERTAINMENT ESTABLISHMENT - OWNER

FEE: \$645.00 (non-refundable, non-transferable, not pro-rated) **Renewal Date: July 31 each year.**

A licence will be required for all "Operators" and "Attendants" of the Adult Entertainment Establishment. The following must be fully completed and submitted along with all required documents and the applicable fee. Applications may be submitted as follows:

- By E-mail, service@oakville.ca
- Drop box delivery, Enforcement Services, 1225 Trafalgar Road;
- By Mail to: Enforcement Services, Town of Oakville, 1225 Trafalgar Road, Oakville, ON L6H 0H3

BUSINESS:

NAME: _____

BUSINESS OWNER: _____

ADDRESS: _____ UNIT: _____ CITY/TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

CORPORATE NUMBER: _____ Sole Proprietor: _____ Partnership: _____

APPLICANT:

NAME: _____

ADDRESS: _____ UNIT: _____ CITY/TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

The following documents must be included with this application.

- If other than a sole proprietorship, a copy of the incorporating documents and the corporate number, include names, birth dates and addresses of all shareholders, operators, directors or any person who has interest or share in the corporation.
- If partnership, provide list of names, date of birth and address for each partner.
- A letter from the Property Owner validating or demonstrating the applicant's right to possess or occupy the premises as an adult entertainment establishment.
- A Zoning Occupancy Certificate, obtained from Building Services. Contact zoningrequests@oakville.ca
- Certificate of Public Liability Insurance in the amount of two million dollars (\$2,000,000). The Town of Oakville and address **must** appear on the certificate as either "**Additional Insured**" or "**Certificate Holder**" in order to provide the Town at least ten days' notice in writing prior to cancellation, expiration or change of policy.
- Original Canadian Criminal Reference Check issued by an accredited Canadian Police Service, no more than 30 days old at the time of the licence application.
- Two pieces of original Identification, such as a birth certificate, valid driver's licence or Ontario Identification card.
- Provide a list of all operators/attendants include; first, and last names and birth dates.
- A certificate issued by the Fire Chief for the Town of Oakville indicating compliance with all applicable provisions of the **Fire Protection and Prevention Act**, 1997. To arrange your inspection contact Fire Prevention at 905-338-4404.
- Provide a copy of their valid Liquor License issued by the Alcohol and Gaming Corporation.
- Provide details of hours of operation and the fee schedule including admission fee and services offered.
- A Certificate issued by the Medical Officer of Health for the Region of Halton indicating compliance with all applicable provisions of the Health Protection and Promotion Act and regulations thereto (long form Food Premises Inspection Report). The Medical Officer of Health may be contacted at the Region of Halton: (905) 825-6000.

Please be advised:

- Incomplete applications will not be processed.
- It is an offence to operate a business without a licence and charges may be laid without additional notice.

I hereby declare that I will comply with the provisions of all by-laws pertaining to the licence for which I am applying.

Signature

Date

Once your application is completed, please send the full package by email to service@oakville.ca. An email with payment instructions will be sent upon receipt of a complete application by Enforcement Services.

Completed applications with payment by cheque will also continue to be accepted by mail to:
 Municipal Enforcement Services, 1225 Trafalgar Road, Oakville, ON L6H 0H3