



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 LICENSE A DONATION BOX OPERATOR & BOX LOCATION(S)**

**FEE: \$235.00 + number of Donation Bins (non-refundable, non-transferable, not pro-rated)**  
**Renewal Date: October 31 every year**

**Number of bin(s) applied for:** \_\_\_\_\_ x \$25.00 = \_\_\_\_\_

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 to 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 FILED WITH THIS APPLICATION:**

- If a corporation, provide a copy of the incorporating documents and corporate number.
- If partnership, provide list of names, date of birth and address of each partner.
- 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.
- A separate list of the number and locations of all donation boxes owned within the Town.
- A Canadian Revenue Agency Registered Charity number; if applicable.
- A property plan showing where the donation box will be located on each property.
- Written permission, including complete contact information from the Owner of every property consenting to the placement of a Donation Box on their property.

**DONATION BIN LOCATIONS**

**LOCATION 1:** ADDRESS: \_\_\_\_\_

STICKER #: \_\_\_\_\_

**LOCATION 2:** ADDRESS: \_\_\_\_\_

STICKER #: \_\_\_\_\_

**LOCATION 3:** ADDRESS: \_\_\_\_\_

STICKER #: \_\_\_\_\_

**LOCATION 4:** ADDRESS: \_\_\_\_\_

STICKER #: \_\_\_\_\_

**LOCATION 5:** ADDRESS: \_\_\_\_\_

STICKER #: \_\_\_\_\_

**LOCATION 6:** ADDRESS: \_\_\_\_\_

STICKER #: \_\_\_\_\_

**LOCATION 7:** ADDRESS: \_\_\_\_\_

STICKER #: \_\_\_\_\_

**LOCATION 8:** ADDRESS: \_\_\_\_\_

STICKER #: \_\_\_\_\_

**LOCATION 9:** ADDRESS: \_\_\_\_\_

STICKER #: \_\_\_\_\_

**LOCATION 10:** ADDRESS: \_\_\_\_\_

STICKER #: \_\_\_\_\_

**Should you have more than ten (10) locations, please complete another form.**

Please be advised:

- Incomplete applications will not be processed.
- It is an offence to operate without a business 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](mailto: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

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Note: Personal information on this form is collected under the authority of the *Municipal Act* and the Town of Oakville Licensing By-law and will be used for business licensing and regulating. Questions about this collection should be directed to Municipal Enforcement Services at 1225 Trafalgar Road, Oakville, Ontario, L6H 0H3, telephone, 905-845-6601.