



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 A FOODSHOP – ANCILLARY**

**FEE: \$252.00** (non-refundable, non-transferable, not pro-rated)      **Renewal Date: January 31 every year**

The following must be fully completed and submitted along with all required documents and the applicable fee. Payment information is at the bottom of application form. Applications may be submitted as follows:

- By E-Mail to [service@oakville.ca](mailto:service@oakville.ca)
- By Mail/Courier to: Enforcement, Town of Oakville, 1225 Trafalgar Road, Oakville, ON L6H 0H3
- Drop Box delivery, 1225 Trafalgar Road;

**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 a corporation, provide a copy of the incorporating documents and corporate number.
- If partnership, provide a list of names, date of birth and address of each partner.
- A Zoning of Occupancy Certificate obtained from Building Services. Contact [zoningrequests@oakville.ca](mailto: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.
- 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](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