



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 OUTDOOR MARKET**

**FEE: \$188.00** (non-refundable, non-transferable, not pro-rated) **Renewal Date: October 31 every year**

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](mailto: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

Name and location of Market: \_\_\_\_\_

**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. The Certificate of Public Liability Insurance must indicate that it covers the entire event.
- Layout plan including where vendors will be located.
- Parking management plan to the satisfaction of the Director of Engineering & Construction, or designate.
- Written permission from the property owner and occupant (property Management Company).
- Description of the goods, wares or merchandise to be offered for sale by each Vendor
- Where applicable, a valid Propane Inspection Certificate.

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

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, 1225 Trafalgar Road, Oakville, Ontario, L6H 0H3, telephone, 905-845-6601.