



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 PET SHOP

FEE: \$399.00 (non-refundable, non-transferable, not pro-rated) **Renewal Date: April 30 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
- 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 corporate number.
- If partnership, provide a list of names, date of birth and address of each partner.
- 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.
- An inspection report issued by an Animal Control Officer indicating, compliance with all applicable By-laws. Contact the Oakville /Milton Humane Society: 905-845-1551.
- Complete a Declaration that no convictions have been registered against the applicant, the company, employees or volunteers under the OSPCA; Dog Owner Liability Act R.S.O. 1990, c. D.16; (as amended) or the Criminal Code of Canada, R.S. 1985, C. C-46 (as amended), or any other statute in Canada. (See attached)

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

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.

Statutory Declaration

IN THE MATTER OF Application for a Pet Shop business Licence.

To Wit: I,

of the _____ of _____

in the _____ of _____

SOLEMNLY DECLARE, THAT

There have been no convictions registered against me, the company, employees or volunteer's under the OSPCA; Dog Owner Liability Act R.S.O. 1990, c. D.16; as amended, or the Criminal Code of Canada, R.S. 1985, C. C-46, as amended, or any other statute in Canada.

And I make this solemn Declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Signature of Declarant

DECLARED before me at the _____ of _____,

in the _____ of _____, Province of _____,

this _____ day of _____ 20_____.

Declaration must be signed and stamped by A Commissioner for taking affidavits or Notary Public.