



OAKVILLE

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 SHORT TERM ACCOMMODATION – COMPANY

FEE: \$45,390 (non-refundable, non-transferable, not pro-rated) **Renewal Date: October 31 every year. Completed applications may be submitted as follows:**

- * By E-mail to service@oakville.ca
- * Drop box delivery, Enforcement Services, 1225 Trafalgar Road
- * By Mail/Courier, Enforcement Services, 1225 Trafalgar Road, Oakville, ON L6H 0H3

BUSINESS: (P.O. Box number will not be accepted)

NAME: _____

BUSINESS OWNER: _____

ADDRESS: _____ UNIT: _____

CITY/TOWN: _____ PROVINCE: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

CORPORATE NUMBER: _____ Sole Prop: _____ Partnership: _____

BUSINESS OWNER/CORPORATION:

NAME: _____

BUSINESS OWNER: _____

ADDRESS: _____ UNIT: _____ CITY/TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

APPLICANT:

NAME: _____

ADDRESS: _____ UNIT: _____ CITY/TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

THE FOLLOWING DOCUMENTS MUST BE FILED WITH THIS APPLICATION:

- Articles of Incorporation or other incorporating documents, duly certified by the proper government official or department of the Province of Ontario or the Government of Canada.
- A certified copy of an annual return, which contains a list of all shareholders of the corporation.
- If partnership, a photocopy of the driver's licence(s) for each partner.
- A photocopy of the driver's licence(s) for each owner, applicant and/or agent, including telephone number(s) and email addresses for each.
- Proof that the applicant is at least eighteen (18) years of age, if the applicant is an individual.
- Current list of every affiliated STA Operator, which list shall include the following information in a readily accessible electronic format:
 - Full name and address of every STA Operator
 - The date the Operator became active on the website or platform
 - The confirmed bookings associated with each Operator
- Certificate of Commercial General Liability Business Insurance in the amount of five million dollars (\$5,000,000). 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.

- An indemnity in favour of the Town from and against claims, demands, losses, costs, damages, actions, suits, or proceedings that arise out of, or are attributable to the Corporation / Individuals business and services, which shall be in a form satisfactory to the Town.

Please be advised that 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 Short Term Accommodation 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.