



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 SPECIAL SALE

**FEE: \$205.00 PER EVENT** (non-refundable, non-transferable)

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

### **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.
- 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 declaration including:
  - A detailed list of the goods, wares or merchandise to be offered for sale, including the cost price thereof and approximate retail value.
  - The names and addresses of persons from whom goods were purchased and the date of purchase.
  - Particulars of the ownership of the goods to be sold if they are not owned by the applicant and the relationship, if any between the owner and applicant.
  - Particulars of any damages or other deterioration caused to the goods by fire, smoke, water or any other means.
  - Particulars of the information to be included in any sign, pamphlet, flyer or other advertisement to be displayed, distributed, announced or published by any means before or during the sale, purporting to indicate the reason for such sale.

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 Clerk's Department – Licensing at 1225 Trafalgar Road, Oakville, Ontario, L6H 0H3, telephone, 905-815-6015.