

THIS APPLICATION MAY CONTAIN "PERSONAL INFORMATION" AS DEFINED UNDER THE *MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION TO PRIVACY ACT*. THIS INFORMATION IS COLLECTED PURSUANT TO THE *MUNICIPAL ACT, 2001*. IT WILL BE USED BY THE TOWN OF NEWMARKET TO PROCESS THIS APPLICATION TO DETERMINE WHETHER TO ISSUE A LICENSE, FOR ADMINISTRATION OF SUCH LICENSE AND FOR LAW ENFORCEMENT PURPOSES TO ENSURE COMPLIANCE WITH ALL APPLICABLE STATUTES, REGULATIONS AND BY-LAWS. QUESTIONS ABOUT THIS COLLECTION SHOULD BE DIRECTED TO THE LICENSING OFFICER, 395 MULOCK DR., NEWMARKET, ON L3Y 4X7 905-953-5300, EXT. 2206.

License Application Requirements

Adult Entertainment Parlour Owner, Owner/Operator, or Operator: (6 months – Expires January 31st & July 31st)

- Application/ Waiver
- **Fee: \$436.00 – Owner (for 6 months)**
\$342.00 – Owner/ Operator (for 6 months)
\$248.00 – Operator (for 6 months)
- Photo ID & Proof of over 18 years of age (e.g. Valid Driver's License)
- Volunteer Police Screening for *each* owner/officer (not more than 30 days old)
- Name & Location of Parlour

Owner: (in addition to above)

- Copy of floor plan of premises, clearly marked as to entertainment area, office area, and storage area, etc. (Section 1.61)
- Proof of ownership of property and/or a lease agreement or other agreement demonstrating applicant's right to occupy the premises as an adult entertainment parlour.
- *If a Partnership:* Affidavit (See section 1.17)
- *If a Corporation:* Articles of Incorporation & Affidavit (See section 1.19)
- Clearance from the Building Dept., Planning Dept., Fire Dept., & Health Dept. (Circulated by the Licensing Office)

Adult Entertainer: (1 year – Expires January 31st)

- Application/ Waiver
- **Fee: \$143.00**
- Photo ID & Proof of over 18 years of age (e.g. Valid Driver's License)
- Volunteer Police Screening (not more than 30 days old)

Adult Video Store: (1 year – Expires December 31st)

- Application/ Waiver
- **Fee: \$348.00 – Adult Video Store**
\$276.00 – Video Store (where Adult Videos are only incidental)
- Photo ID & Proof of over 18 years of age (e.g. Valid Driver's License)
- Volunteer Police Screening (not more than 30 days old)
- Clearance from Planning Dept., Building Dept., etc. (Circulated by the Licensing Office)

If a Partnership: (in addition to above)

- List of names & home addresses of partners
- Copy of the registered declaration of partnership (if registered)

If a Corporation: (in addition to above)

- List of names & home addresses of the directors, shareholders, & officers of the corporation
- Articles of incorporation
- Copy of the last annual information return filed
- Copy of floor plan of premises

Amusement, Place of: (1 year – Expires December 31st)

- Application/ Waiver
- **Fee: \$301.00 – Class A (more than four machines not in a shopping mall)**
\$231.00 – Class B (four or less machines not in a shopping mall)
\$334.00 – Class C (not more than ten machines located in the internal passageway or concourse area of a shopping mall)
\$312.00 – Family Entertainment (in conjunction with a restaurant or snack bar)
- Floor plan indicating the total gross floor area, the location and type of machines, and the location and floor area of all other facilities and uses to which the premises will be put
- Clearance from the Public Health Branch, Region of York, the Planning Dept., Building Dept., Fire Dept., etc. (Circulated by Licensing Office)

Class A & Family Entertainment: (in addition to above)

- List of each amusement machine to be located on the premises

Class B & Class C: (in addition to above)

- A list showing the nature of each amusement machine to be located on the premises

Auctioneer: (1 year – Expires December 31st)

- Application/ Waiver
- **Fees: \$146.00**
- Police Clearance Letter (not more than 30 days old)
- Location of Auction(s) – Town should be notified of each desired auction location throughout the year. Suitability of premises will be determined by licensing office, etc.

Billiards: (1 year – Expires December 31st)

- Application
- **Fees: \$181.00 (1-4 tables)**
\$231.00 (more than 4 tables)
- Copy of Floor Plan with dimensions
- Clearance from Building Dept., Planning Dept., & Fire Dept. (Circulated by Licensing Office)

Body Rub Parlour: (6 months – Expires January 31st & July 31th)

- Application/ Waiver
- **Fee: \$431.00 – Owner (for 6 months)**
\$431.00 – Owner/ Operator (for 6 months)
\$293.00 – Operator (for 6 months)
\$242.00 – Attendant (for 6 months)
- Photo ID & Proof of over 18 years of age (e.g. Valid Driver's License)
- Volunteer Police Screening (not more than 30 days old)

Attendant: (in addition to above)

- Letter of Prospective employment/engagement from owner/operator of body rub parlour
- Medical Certificate showing that the attendant is free from communicable or transmissible diseases (not more than 30 days old)

Owner: (in addition to above)

- Proof of being registered owner, or a lease agreement or proof of a legal relationship with the registered owner
- Copy of Floor Plan
- Drawing to show compliance with Building Code Act (may be required)
- *If a Corporation:* Articles of incorporation & Statutory declaration (See section 7.30)
- *If a Partnership:* Statutory declaration (See section 7.28)
- Clearance from Building Dept., Planning Dept., etc. (Circulated by Licensing Office)

Bowling Alley: (1 year – Expires December 31st)

- Application
- **Fee: \$325.00**
- Copy of Floor Plan
- Clearance from various departments (Circulated by the Licensing Office)

Carnival: (Per Event)

- Application
- **Fee: \$200.00 per event (Plus \$500.00 deposit if using Municipally owned lands)**
- Written permission from the property owner for the conduct of the event.
- Proof of sponsorship by a recognized charitable organization/ service club in Newmarket.
- Clearance from various departments (Circulated by the Licensing Office)

Catering/ Refreshment Vehicles/ Carts: (1 year – Expires February 1st)

- Application/ Waiver
- **Fee: \$253.00 Owner: Cart/Vehicle/Bicycle**
\$102.00 Operator: Cart/Vehicle/Bicycle
- Photo ID (e.g. Valid Driver's License)
- Volunteer Police Screening (not more than 30 days old, 18 years and older)
- Driver's Abstract
- Proof of being eligible to gain employment in Canada

Owner: (in addition to the above)

- Written permission from property owner (if in stationary location)
- Certificate from York Public Health Dept. (new license only)
- Ownership of Vehicle
- Proof of \$2,000,000 public liability insurance showing Town as additional insured
- Permission from Director of Parks, Recreation and Culture if location is in Town Park
- Lease agreement with Parks, Recreation & Culture
- Clearance from Building Dept., Planning Dept., etc. (Circulated by Licensing Office)

Hawkers and Pedlars: (Class A: 1 Year – Expires February 1st; Class B, C, D, E: Expiry as shown on License)

- Application/ Waiver
- List of goods, wares, or merchandise to be sold

(In addition to the above):

Class A: Traveling place to place to sell goods

- Fee: **\$248.00 – Employer**
\$342.00 – Operator/Employee
- Employees must submit a letter of authorization from their employer
- Photo ID (e.g. Valid Driver's License)
- Police Clearance Letter (not more than 30 days old)

Class B: "Special Sale" in one particular place (not more than 7 consecutive days)

- **Fee: \$81.00 per day to a max of \$270.00**
- Written permission from Property owner
- Diagram of location with dimensions
- Clearance from Building, Planning, & Fire Dept. (Circulated by Licensing Office)

Class C: Shopping Mall (return up to 6 times per year not exceeding 7 continuous days each time, or for a period of more than 7 consecutive days, but not to exceed one month)

- **Fee: \$342.00**
- Copy of the lease agreement with shopping mall

Class D: Shopping Mall (continuous period of time of more than one month, but not to exceed 6 months in a calendar year, or from a storefront location not to exceed 3 months)

- **Fee: \$293.00**
- Copy of lease agreement with shopping mall

Class E: "Show Sale" – An event organized by an individual or company, consisting of several participating vendors

- **Fee: \$309.00 per event**
- Copy of lease agreement with shopping mall
- List of vendors

Horse Riding Establishments: (1 year – Expires June 15th)

- Application/ Waiver
- **Fee: \$376.00**
- Photo ID (e.g. Valid Driver's License)
- Volunteer Police Screening (not more than 30 days old)
- Certificate of \$2 million insurance for general liability and personal injury
- Zoning – Approval from Planning Dept.
- *If a Partnership:* Statutory declaration (See section 13.13)
- *If a Corporation:* Statutory declaration (See section 13.14)

Newspaper Boxes: (1 Year – Expires July 1st)

- Application
- **Fees: \$40.00 per box**
- List of locations where newspaper boxes are to be installed
- Certificate of insurance - \$2 million naming the Town as additional insured

Outdoor Serving Area: (1 Year – Expires December 31st)

- Application/ Waiver
- **Fee: \$287.00**
- Proof of being registered owner, or a lease agreement or proof of a legal relationship with the registered owner plus a letter of permission from the owner
- Copy of Liquor License
- Copy of plans with dimensions – restaurant, patio, & parking
- Clearance from various departments (See section 16.8)

Second Hand Goods Shops & Dealers: (1 Year – Expires December 31st)

- Application/ Waiver
- **Fee: \$362.00**
- Photo ID (e.g. Valid Driver's License)
- Police Clearance Letter (not more than 30 days old)
- List of Employees
- *If a Corporation:* Articles of incorporation & Statutory declaration (See section 17.11c)