

2017 License Application Fees & Required Documentation

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

- Application/Waiver
- **Fee: \$595.00 – Owner (for 6 months)**
\$479.00 – Owner/Operator (for 6 months)
\$358.00 – 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.; and Health Dept. (Circulated by the Licensing Office)

Adult Entertainer: (1 year – Expires January 31)

- Application/Waiver
- **Fee: \$244.00**
- 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 31)

- Application/ Waiver
- **Fee: \$416.00 – Adult Video Store**
\$369.00 – 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 31)

- Application/ Waiver
- **Fee: \$392.00 – Class A (more than four machines not in a shopping mall)**
\$283.00 – Class B (1 to 4)
\$399.00 – Class C (Mall up to 10)
\$404.00 – Family Entertainment Centre
- 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 or

Auctioneer: (1 year – Expires December 31)

- Application/Waiver
- **Fees: \$197.00**

- 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 31)

- Application
- **Fees: \$232.00 (1-4 tables)**
\$288.00 (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 31 & July 31)

- Application/Waiver
- **Fee: \$595.00 – Owner (for 6 months)**
\$595.00 – Owner/Operator (for 6 months)
\$415.00 – Operator (for 6 months)
\$294.00 – 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 Partnership: Statutory Declaration (See Section 7.28)
- If a Corporation: Articles of Incorporation & Statutory Declaration (See Section 7.30)
- Clearance from Building Dept.; Planning Dept.; etc. (Circulated by Licensing Office)

Bowling Alley: (1 year – Expires December 31)

- Application
- **Fee: \$386.00**
- Copy of Floor Plan
- Clearance from various departments (Circulated by the Licensing Office)

Carnival: (Per Event)

- Application submitted no later than 90 days prior to the event
- **Fee: \$265.00**
(Plus \$1,000.00 deposit if using municipally owned lands)
- [Written permission from the property owner for the conduct of the event](#)
- Certificate of Insurance providing proof of insurance of commercial general liability coverage, subject to limits, of not less than \$5,000,000.00 inclusive, per occurrence for bodily injury, death and damage to property naming the Town of Newmarket as an additional insured
- Map detailing the location of the Carnival on the property;
- Valid and current license to carry on business in Ontario issued by the Technical Standards and Safety Authority;
- Valid and current Ontario Amusement Device Permit issued by the Technical Standards and Safety Authority
- Proof of sponsorship by a recognized charitable organization/service club in Newmarket
- Clearance from various departments (circulated by Licensing Office)

Catering/Refreshment Vehicles/Carts: (1 year – Expires March 31)

Owner:

- Application
- **Fee: \$305.00**
- Photo ID (Driver's License)
- Canadian citizenship; or landed immigrant status; or a valid work permit issued by the Government of Canada
- Police Clearance Letter issued by York Regional Police, not more than 30 days from the date of application
- Certificate prepared by a duly qualified medical doctor licensed to practice medicine in Ontario which states that the applicant or licensee is fit and able to operate a motor vehicle and to work with food. Such certificate shall be required every 2 years or earlier if so required by the Clerk or Licensing Officer

- Driver's Abstract not more than 30 days old
- Written permission from property owner
- Current valid Class "G" Ontario Driver's License;
- Vehicle Ownership
- Safety Standards Certificate for the vehicle that is to be licensed, not more than 30 days old
- Certificate of Automobile Insurance in the amount of \$2,000,000; and, if requested, a certificate of general liability insurance in the amount of 2,000,000 naming the Town of Newmarket as an additional insured.
- Submit a certificate from the Medical Officer of Health indicating that the Refreshment Vehicle complies with all regulations regarding food served from vehicles, if the vehicle has not been previously licensed by the Town of Newmarket

Operator:

- Application
- **Fee: \$128.00**
- Canadian citizenship; or landed immigrant status; or a valid work permit issued by the Government of Canada
- Police Clearance Letter issued by York Regional Police, not more than 30 days from the date of application
- Driver's Abstract not more than 30 days old
- Current valid Class "G" Ontario Driver's License
- Certificate prepared by a duly qualified medical doctor licensed to practice medicine in Ontario which states that the applicant or licensee is fit and able to operate a motor vehicle and to work with food. Such certificate shall be required every 2 years or earlier if so required by the Clerk or Licensing Officer
- Appropriate license fee as set by Council from time to time

NOTE: HOTDOG CARTS DO NOT REQUIRE A DRIVER'S ABSTRACT, VEHICLE OWNERSHIP OR SAFETY CERTIFICATE.

Clothing Donation Bins: (1 year – Expires May 31)

- Application
- **Fee: \$218.00 per bin**
- Proof of Canadian General Liability Insurance in the amount of \$2,000,000 naming the Town of Newmarket as an additional insured
- Letter from the Owner of the property granting permission for the installation of a Clothing Donation Bin
- If the property is owned by the Town, a letter of permission from the Director of Legislative Services
- Sketch and description of the location on the property for the proposed Clothing Donation Bin
- **If Charitable Organization:**
- **Fee: \$81.00 per bin**
- Proof of charitable status

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

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

In addition to above:

Class A - Travelling place to place to sell goods:

- **Fee: \$294.00 – Employer
\$406.00 – 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: \$106.00 – per day to a maximum of 7 days for \$357.00**
- Written permission from the property owner
- Diagram of location and dimensions
- Clearance from the Building Dept.; Planning Dept.; & 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: \$419.00**
- Copy of the Lease Agreement with shopping mall

Class D – “Shopping Mall (continuous period of time of more than 1 month, but not to exceed 6 months in a calendar year, or from a storefront location not to exceed 3 months

- **Fee: \$375.00**
- Copy of the Lease Agreement with shopping mall

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

- **Fee: \$398.00 per event**
- Copy of Lease Agreement
- List of vendors

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

- Application
- **Fee: \$461.00**
- Photo ID (e.g. Valid Driver’s License)
- Volunteer Police Screening (not more than 30 days old)
- Certificate of Insurance for general liability and personal injury in the amount of \$2,000,000
- 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 1)

- Application
- **Fees: \$54.00 per box**
- List of locations where newspaper boxes are to be installed
- Certificate of Insurance in the amount of \$2,000,000 naming the Town of Newmarket as an additional insured

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

- Application
- **Fee: \$347.00**
- 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 31)

- Application
- **Fee: \$426.00**
- 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)