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## Application for a Business Licence - Convenience Stores

200 King St W - 2nd Floor, Kitchener, Ontario N2G 4G7

[licensing@kitchener.ca](mailto:licensing@kitchener.ca) P: 519-741-2200-2275 F: 519-741-2705

[www.kitchener.ca/businesslicensing](http://www.kitchener.ca/businesslicensing)

**Definition:** "Convenience Store" means a Business that is open for long hours for the convenience of shoppers and stocks, sells, or offers for sale a range of everyday items, which may include items such as newspapers, magazines, soft drinks, confectionery, meat, and milk products.

<b>Business Information:</b>	
Date of Application: _____	Opening Date for Business: _____
Business/Operating Name: _____	
Business Address: _____	
Business Email: _____	
Phone Number: _____	

<b>Ownership Information:</b>	
Circle one: Sole Partnership Incorporated (Corp Number): _____	
Owner/Partner/Corp Name(s): _____	
Address: _____	
Mailing Address (if different than above): _____	
Email: _____	
Phone Number: _____	

<b>Applicant Information: (If the same as above, check the box)</b>	<input type="checkbox"/>
Name: _____	
Address: _____	
Mailing Address (if different than above): _____	
Email: _____	
Phone Number: _____	

<b>Contact Information: (Contact used in emergency situations and/or for inspections)</b>	
Check the Box if, same as Owner <input type="checkbox"/>	or Same as Applicant <input type="checkbox"/>
Contact Name: _____	
Phone Number: _____	Email: _____
Circle preferred method of licence delivery: Mail Email Pick up	

Please list all services offered:

**Services offered: (circle yes or no)**

YES	NO	Prepackaged items. (Class A only)
YES	NO	Offer meat and/or meat products other than pre-packaged meat for sale, offered for sale, or stored. (Class B)
YES	NO	Offer milk and/or milk products for sale, offers for sale, or stored. (Class B)
YES	NO	Sell, offer for sale, or stores prepared food or drinks which may be consumed by humans. (Class B)
YES	NO	Offer Adult Magazines for sale (additional licence required - under Chapter 502)

**Licensee shall Provide the Manager of Licensing:**

	Original Police Record Check (requirements attached for Class A & B) Waterloo Regional Police Services - Phone Number: 519-653-7700
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**Required Approvals: Staff to contact divisions for final inspections. An email or phone call may follow.**

	Planning Approval (Class A & B) Contact Phone Number: 519-741-2426
	Health Approval (Class B only) Contact Phone Number: 519-575-4400

<b>Non-refundable Application Licence Fee:</b>	\$215
<b>Accepted Methods of Payment: Cash, Cheque, Debit (cheque made payable to City of Kitchener)</b>	

I certify that:

- I am the business owner and/or have been authorized by the business owner listed on this application to apply for the business licence;
- I understand all licences are non-transferable;
- I will confirm whether a building permit or zoning occupancy permit is required;
- I agree to comply with all requirements under this Bylaw, and/or any conditions place on the licence;
- I am at least 18 years of age;
- I will confirm to and abide by any relevant City of Kitchener By-laws, and any other provincial or federal law or Act;
- I understand amendments to an issued licence may result in additional requirements and/or licence.
- I understand that the fees are non-refundable and cannot be prorated; and
- the statements contained in this application are true and accurate.

\_\_\_\_\_

Applicant's Name (Printed)      Applicant's Signature      Date

## SCHEDULE 2

### POLICE RECORD CHECK REQUIREMENTS

1. This schedule shall apply to those Persons who are required to provide Police Record Checks with an Application.
2. The Police Record Check accepted by the Manager of Licensing shall meet the following requirements:
  - a) must be the original version provided by the Police Department;
  - b) must be completed within the municipality that the Person resides;
  - c) must be obtained by the Person to whom it applies;
  - d) if the Applicant is part of a partnership, a completed Police Record Check must be obtained for each partner; and
  - e) if the Applicant is a corporation, a completed Police Record Check must be obtained for a director or officer, or a letter of authorization must be provided from any director naming a director, officer or employee of the corporation as their designate.
2. The Police Record Check shall only be considered valid if it is completed within six (6) months of the date of Application.
3. The Police Record Check shall be completed by a Canadian Police Service, or by a police service in the country where the Applicant resides. A Police Record Check completed by a third party agency will not be accepted.
4. Any Police Record Check that is completed in a foreign language must be translated and notarized.