

Folder #: _____

Receipt #: _____



Application for a Business Licence - Old Gold

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

licensing@kitchener.ca P: 519-741-2200-2275 F: 519-741-2705

www.kitchener.ca/businesslicensing

Definition: "Old Gold Shop" means a business in which any Person purchases or deals in gold or any other precious metal which is not newly minted, including old jewelry or similar articles intended to be smelted or dismantled.

Business Information	
Date of Application: _____	Opening Date for Business: _____
Business/Operating Name: _____	
Business Address: _____ _____	
Business Email: _____	Phone #: _____

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

Applicant Information (IF SAME AS ABOVE, CHECK THE BOX)	<input type="checkbox"/>
Name: _____	
Address: _____	
Mailing Address (if different than above): _____	
Email: _____	Phone #: _____

CONTACT INFORMATION: (Contact will be used in Emergency situations and/or for inspections)	
Check the Box, if same as Owner <input type="checkbox"/>	or Same as Applicant <input type="checkbox"/>
Contact Name: _____	
Phone Number: _____	Email: _____
Preferred method of license delivery: (circle)	Mail Email Pick up

Folder #: _____

Receipt #: _____

Every Old Gold Shop Licencee shall: (initial each box)

	Maintain a record of all gold, jewellery, or other precious metals purchased or acquired. The record shall:
i	be in the English language.
ii	include the date and time of purchase or acquisition.
iii	contain the price paid for the old gold, jewellery, or precious metals.
iv	include the name, address, birthdate, type of identification, signature and description of the person from who the purchase or acquisition was made.
v	contain a full description of the old gold, jewellery, or precious metals, including weight, material, colour, and karat.
vi	include a photograph of each piece that shall bears an identifying mark to connect it to the item in the record.

No Old Gold Shop Licencee shall: (initial each box)

	Obtain any gold, jewellery, or other precious metals from any Person who is known to be or appears to be:
i	under the age of eighteen (18) years.
ii	under the influence of alcohol or a drug.
	Obtain any gold, jewellery, or other precious metals between the hours of 11:00 p.m. one day and 7:00 a.m. the following day.
	Obtain any gold, jewellery, or other precious metals without requesting and being presented with identification containing a photograph, birthday, and the name of the person selling, exchanging or
	Alter, repair, or dispose of any gold, jewellery, or other precious metals, or a part thereof, purchased or acquired until after fifteen (15) days from the date of the purchase or acquisition.
	During the fifteen (15) days referenced above, the gold, jewellery, or other precious metals purchased or acquired shall remain on the Licensed Premises and shall be kept in a separate location from other gold, jewellery, or other precious metals previously purchased or acquired by the Licensee and shall be subject to inspection by an Officer at any time during business hours.

Every Old Gold Licensee shall Provide the Manager of Licensing:

	Original Police Record Check (Schedule 2 attached for Police Record Check Requirements) Contact Phone # 519-653-7700 (for Waterloo Residents)
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Required Approvals: (City staff will contact to arrange inspections)

	Planning Approval Contact Phone # 519-741-2426
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Folder #: _____

Receipt #: _____

Non-refundable Application Licence Fee:	\$138
Licenses are non-transferable	Accepted Methods of Payment: Cash/Cheque/Debit

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 agree to comply with all requirements under this Bylaw, and/or any conditions place on the licence;
- I am 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

Folder #: _____

Receipt #: _____

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.