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## Application for a Business Licence - Pop-up Shop

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:** "Pop-up Shop" means a Person or Business who sells goods or services, at one specific location, for no more than 250 days in a calendar year by way of testing a location or operates as a seasonal or short-term vendor, but does not include a Person or Business selling similar goods or service for more than 250 days at the same location in the previous calendar year.

### Business Information

Date of Application: \_\_\_\_\_ Operating Dates (start & End dates): \_\_\_\_\_  
 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)

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  or Same as Applicant   
 Contact Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Preferred method of license delivery: (circle) Mail Email Pick up

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<b>Description of business and/or retailed merchandise</b>
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Every Pop-up Shop Licensee shall: **Initials required**

	Ensure the Licence is displayed in a conspicuous place.
	Only be in one (1) specific location specified on the Licence for no more than 250 days.
	Post notice in a conspicuous place that the location is temporary.
	No Pop-up Shop Licensee shall obtain multiple Pop-up Shop Licences for the same location.
<b>Every Special Event Licensee shall provide the Manager of Licensing:</b>	
	A copy of the lease agreement.

**Required Approvals: ( City staff will contact to arrange inspections)**

	Planning Approval Contact Phone # 519-741-2426
	Health Approval if applicable Contact Phone # 519-575-4400

**Non-refundable Application Licence Fee:**

\$128

**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