

Business Licence Application
The City of Welland
Licensing Division: (905) 735-1700

bylaw_enforc@welland.ca

2025



Applicant Information		
<input type="checkbox"/> Sole Proprietor	Full Name:	
<input type="checkbox"/> *Partnership	Full Names of all Partners:	
<input type="checkbox"/> *Corporation	Full Name of Corporation:	
Name(s) of authorized signing officers:		
Applicant Address: (Incl. Unit #)		City:
Postal Code:	Phone: ()	Fax: ()
E-mail:		
Applicant MAILING Address (If different from above):		
City:	Postal Code:	
NOTE: All correspondence will be sent to the Applicant Mailing Address		
* For Partnerships and Corporations, please use attached written declaration on page 5 or 6		
Business Information		
Business Name:		
Business Location: (Incl. Unit #)		City: WELLAND
Postal Code:	Phone: ()	Fax: ()
E-mail:		
Have any renovations been performed in your business unit?		
<input type="checkbox"/> No <input type="checkbox"/> Yes – Name & Address of contractor:		
Has any cooking equipment been added to your business unit?		
<input type="checkbox"/> No <input type="checkbox"/> Yes		
Anticipated date of opening?	Business currently licensed <input type="checkbox"/> Business Licence No.:	
Supporting Documents (You need only provide 1 or 2 but not both)		
1. Provide a current Master Business Licence, if operating as a Sole Proprietor		
2. Provide a current Corporate Profile Report, or Articles of Incorporation, if operating as a Corporation		

Type of Licence being applied for:

☐ Fireworks – Sale of

Note:

Proof of General Liability Insurance for the business in an amount not less than \$2 Million per occurrence is required.

General Liability Insurance Attached ☐

☐ Food Premise -

Description

Food Vehicle:

☐ Chip Wagon

☐ Mobile Food Preparation Vehicle

☐ Refrigerated Bicycle Cart

☐ Mobile Barbeque Facility

☐ Refreshment Vehicle

Hawker and Peddlar:

☐ Category 1 – Day Sales

☐ Category 2 – Seasonal Sales

☐ Category 3 – General

Outdoor Entertainment Events: ☐ Carnival ☐ Event exceeding 500 people

Note:

Proof of General Liability Insurance for the business in an amount not less than \$2 Million per occurrence is required. A list of all Food Vendors and a brief description of all food items being made and/ or sold is required to be submitted.

General Liability Insurance Attached ☐

☐ Pawnbroker

Note:

Deposit of \$2000.00 required. Deposit payable to The City of Welland.

Public Garage

☐ Class A – shall include a building or place where motor vehicles are hired or kept or used for hire.

☐ Class B – shall include a building or place where motor vehicles are stored or kept for sale.

☐ Class C – shall include a place being an open lot only where motor vehicles are stored or kept for sale.

☐ Class D – shall include a building or place where gasoline or oil products are stored or kept for sale.

☐ Class E – shall include a building or place used as a motor vehicle repair shop.

☐ Class F – shall include a building or place used for washing or cleaning motor vehicles.

☐ Class G – Shall include an automobile service station.

Type of Licence being applied for:

Personal Service Establishment

- ☐ Aesthetician ☐ Hair Salon ☐ Tanning Salon
☐ Barbershop ☐ Hairstylist ☐ Tattoo/ Piercing Parlour
☐ Electrolysis ☐ Spa

☐ Donation Collection Bins

- ☐ For Profit ☐ Not For Profit

Charitable Organization Registration Number: _____

Total Number of Locations throughout the City of Welland: _____

Note:

Each Donation Collection Bin must be licensed separately. A deposit of \$250.00 is required for each bin licensed. Deposit is payable to the City of Welland.

☐ Pet Shops

Animals to be sold or kept for sale: ☐ Dogs/ Puppy ☐ Cats/ Kitten ☐ Rabbits/ Bunnies

Note:

Every Pet Shop shall obtain all animals only from the following sources: Registered shelters, Rescue groups, The Welland and District Humane Society and any place approved by the Welland and District Humane Society.

Signature		
I/ We, _____, the applicant, hereby acknowledge and certify that;		
<ul style="list-style-type: none"> I/ We have read and understood the City of Welland Business Licensing By-law 2011-173 and the schedule of that by-law pertaining to the classification of business licence for which I/We are now making application; The information contained in this application is true and complete to the best of my/ our knowledge, and that failure to provide complete or accurate information may delay the licensing process; It is an offence under Section 24 (e) to provide false or misleading information on this application or at any time hereafter to any person having authority for the enforcement or administration of the by-law and that the provision of false or misleading information may result in the prosecution and/ or penalties as set out in the by-law, or the refusal, suspension or revocation of the business licence; As provided in Section 23 of the by-law, the issuance of a licence under this by-law does not permit or condone the violation of any By-law, statute or other regulation in effect in the City of Welland, the Province of Ontario or the Dominion of Canada and it shall be my/ our responsibility to ensure that such applicable legislation is complied with at all times. 		
Applicant Name(s) (Print)	Signature(s)	Date

The submission of a Business Licence Application does not entitle the Applicant to carry on business pursuant to the By-law. The Applicant is only entitled to do so once a current and valid licence has been issued.

Any Licence or Application issued under By-law 2011-173 may be refused, revoked or suspended if the applicant or Licensee is convicted of an offence or has past conviction(s), under any provision of By-law 2011-173 or any predecessor of such By-law, or under any other By-law, Statute or Regulation relating to the business, or otherwise in accordance with the By-law.

The personal information on this application is collected pursuant to the Municipal Act, 2001, the City of Welland Licensing By-law 2011-173 and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. This information will be used for the purposes of issuance and administration of Business Licenses. Questions about this collection can be directed to the Information, Privacy and Records Coordinator, City Hall, 60 East Main Street, Welland, ON, L3B 3X4, 905-735-1700

Please send this completed form, enclosures and Application Fee to:

City of Welland
By-law Enforcement Division
60 East Main Street, Welland, Ontario, L3B 3X4
Tel: 905-735-1700, E-mail: bylaw_enforc@welland.ca

Schedule "A"
Written Declaration - Partnership

We,

(Please print names of all partners)

do solemnly swear that:

- 1) The full names and residential addresses of every partner are:

- 2) The name(s) under which we carry on or intend to carry on business is:

- 3) The complete mailing address for the partnership is:

(This mailing address will be used for service of documents under the By-law)

Names and Signatures

I/ We have authority to bind the Partnership

Note:

**If any partner is a corporation, that partner must also complete and attach as part of this application
Schedule "B" – Written Declaration - Corporations**

Schedule "B"
Written Declaration - Corporations

We,

(Please print names of all partners)

do solemnly swear that:

- 1) The full names and residential addresses of every director and officer are:

- 2) The name(s) under which the corporation carries on or intends to carry on business is/ are:

- 3) The complete mailing address for the corporation is:

Names and Signatures

I/ We have authority to bind the Corporation

Note:

If any director or Officer is a Corporation, that Director or Officer must also complete and attach as part of this application Schedule "B" Written Declaration – Corporations