



COMMERCIAL DOG WALKER MUNICIPAL LICENCE APPLICATION

THE APPLICATION PROCESS

This package contains the necessary application to apply for the **Commercial Dog Walker business licence** in the City of Vaughan (the City). To apply, persons must submit a completed application, pay the applicable fee as listed at www.vaughan.ca/businesslicensing as per [Licensing By-law 315-2005](#), as amended For more information, contact us:

By-law and Compliance, Licensing and Permit Services Department, City of Vaughan

Vaughan City Hall, 2141 Major Mackenzie Dr., 1st floor, Vaughan, ON, L6A 1T1

Phone: 905-832-2281 | Email: bylaw.licensing@vaughan.ca

Website: www.vaughan.ca/businesslicensing

Hours: Monday to Friday, 8:30 am to 4:30 pm, except for statutory holidays

How to apply

Applicants and licensees have four options for submitting new or renewal licence applications:

- Licensing Portal** where you can apply online for and renew many licences, posted at vaughan.ca/BusinessLicensing. Note, you will not be required to complete this form if you apply using the portal.
- Mail** to the By-law and Compliance, Licensing and Permit Services Department.
- Drop off** to drop-boxes located at the entrances of Vaughan City Hall, with the enveloped marked, “Attn: By-law and Compliance, Licensing and Permit Services”.
- By e-mail** to bylaw.licensing@vaughan.ca, along with scanned copies of required documentation, and an e-mail indicating a contact phone number for staff to collect payment.

Who can submit the application and appoint an authorized agent

As per the table below, the following persons can submit an application. Note that an “authorized agent” may submit the application, provided that the person is given authorization through this application or [separate submission](#) of the Authorized Agent Form at vaughan.ca/BusinessLicensing.

Applicant	Persons who may:
	<ol style="list-style-type: none"> submit the application; and who have the authority to appoint an authorized agent through submission of this form or the Authorized Agent Form
Sole proprietorship	The sole proprietor
Partnership	A partner
Corporation	An officer or director

THE APPLICATION

Section 1 – Licence type

Please check the box below to confirm the licence(s) you are applying for.

I am applying for a Commercial Dog Walker licence (a person who walks dogs for compensation).

Section 2 – Applicant information

Please complete this mandatory section.

Registered business name (as per Articles of Incorporation or Master Business Licence)

Type of applicant

- Sole proprietor
 Partnership
 Corporation

Operating business name (if different than registered business name)

Name (first and last name of the sole proprietor in a sole proprietorship, a partner in a partnership or a duly authorized director or officer in a corporation)

Address (street no, street name)

Unit

Municipality
Vaughan

Province
ON

Postal code

Email address

Telephone number

Section 3 – Authorized Agent

This section should be completed if the applicant would like to appoint an agent to act on behalf on the applicant.

Name of authorized agent (first name, last name)

Email address

Telephone number

What will the Authorized Agent do on behalf of the applicant?

Select all activities that apply.

- Apply for a business licence or permit, including payment
 Renew a business licence or permit, including payment

- Make and respond to inquiries with respect to the licence, permit or application
- Update information with respect to the licence, permit or application
- Cancel the licence, permit or application
- Other, as described here:

Section 4 – Employee Information

Please provide the names for each employee, such as a dog walker, that work for the applicant; if you require additional space to list employees, please attach the list to this application. You are also required to attach Criminal Records Checks for employee, issued by an Ontario Police Service within the prior 90 days.

Employee 1	
Employee 2	
Employee 3	
Employee 4	
Employee 5	
Employee 6	
Employee 7	
Employee 8	
Employee 9	
Employee 10	

Section 5 – Description of vehicles used for dog walking

Applicants must provide a description of all vehicles used for transport of dogs, if applicable; if you require additional space to list the vehicles, please attach the list to this application.

Vehicle number	Make/Model/Licence plate
Vehicle 1	
Vehicle 2	
Vehicle 3	
Vehicle 4	

Vehicle 5	
Vehicle 6	
Vehicle 7	
Vehicle 8	
Vehicle 9	

Section 6 – Required documents

The following documentation must be submitted with your application.

Item	Description
Check the box below if you have included the item	The description is based on the Licensing By-law, as amended, as listed at www.vaughan.ca/bylaw in the By-law Library.
<input type="checkbox"/> Canadian Government-Issued Identification	Canadian government-issued identification which demonstrates the applicant is at least 19 years of age and eligible to work in Canada; as well, identification must be provided for all directors and officers in a corporation, partners in a partnership, and sole proprietors. This may be one or several pieces of identification.
<input type="checkbox"/> Criminal Records Check	Criminal Records Check for the applicant and all dog walkers intended to work for the applicant, issued from an Ontario Police Service within the previous 90 days; this is required for all directors and officers in a corporation, partners in a partnership and sole proprietors.
<input type="checkbox"/> Authorized Agent Identification (if applicable)	If the applicant would like to appoint an Authorized Agent, Section 3 must be completed and one piece of Canadian government-issued photo identification for the Authorized Agent must be submitted, which must demonstrate the applicant is at least 18 years of age.
<input type="checkbox"/> Additional list of employees	Attach a list of any additional employees that will be working for the applicant, that were not listed in Section 4.
<input type="checkbox"/> Additional list of vehicles used for transport of dogs	Attach a list of any additional vehicles used for transport of dogs, that were not listed in Section 5.
<input type="checkbox"/> Proof of insurance	Proof of Commercial General Liability Insurance of at least \$2,000,000 on the City's standard Certificate of Insurance, linked to vaughan.ca/BusinessLicensing .

Section 7 – Declarations

By signing below, the applicant (or the applicant through the authorized agent) certifies that:

- 1) The information contained in this application, attached plans and specifications, and other attached documentation is true and accurate to the best of the applicant’s knowledge.
- 2) The person submitting this application has the authority to bind the applicant.

- 3) The applicant acknowledges that the application may contain “personal information” as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is required pursuant to the provisions of the Municipal Act. It will be used by the City of Vaughan to process this application, for administration of this licence and to ensure compliance with all applicable statutes, regulations and by-laws. Questions about this collection should be directed to the Chief Licensing Officer, By-law and Compliance, Licensing and Permit Services, City of Vaughan, 2141 Major Mackenzie Drive West, Vaughan, Ontario L6A 1T1, telephone number (905) 832-2281.
- 4) The applicant further agrees that any false information may result in refusal to issue, suspend, revoke or place of conditions on any licence.

Signature of at least one of the applicant(s), such as the sole proprietor, partners, officers or directors

Note that only those applicants whose names and signatures are submitted below, will be authorized to manage the licence. If there are more than two applicants to be listed, you can include their names, signatures and the date of signatures on the back of this document.

Name of applicant 1	Signature of applicant 1	Date (dd/mm/yy)
Name of applicant 2	Signature of applicant 2	Date (dd/mm/yy)
Signature of the authorized agent (if applicable)		
Name of authorized agent	Signature of authorized agent	Date (dd/mm/yy)

For office use only

Reviewed by the following staff:	Date of review (dd/mm/yy)
Notes	