



P.O. BOX 158  
24 CHURCH STREET WEST  
ELMIRA, ON CANADA N3B 2Z6  
Telephone: (519) 669-1647  
Fax: (519) 669-1820  
www.woolwich.ca

**THE CORPORATION OF THE TOWNSHIP OF WOOLWICH  
CLERK'S DIVISION**

**DRAIN LAYER TRADES**

**PLEASE READ THE ATTACHED PART "7" TO BY-LAW 47-2013**

1. General Inquiry: Clerks Division – Please call (519) 669-6009 **or** from the 648 exchange (519) 664-2613 ext. 6009
2. Drain Layers Licence Fees: (CASH or INTERACT ONLY)

Type of Vendor	Fee Amount
NEW – With Proof of Qualification	\$75.00
NEW- With Examination Fee	\$75.00
Examination Fee to Re-Write	\$50.00
Renewal	\$25.00
Replacement Licence Fee /Late Fee	\$15.00

3. Township's By-law Enforcement Department or Licensing Officer must receive applications for annual renewals of Drain Layer Licences no later than January 31<sup>st</sup> of each calendar year. An additional late fee as set out in the Fees and Charges By-law is applicable if an application is not received by January 31<sup>st</sup> of each year.
4. The Following Documents **MUST** be returned with the application:

**NOTE:** Proof of required documents **MUST** be included for ALL Drain Layers.



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- a) Proof of a valid Drain Layer's trade licence or proof of successfully passed examination qualifying the Applicant to be licensed as a Drain Layer, issued by at least one of the following municipalities:
- City of Kitchener
  - City of Brantford
  - City of Cambridge
  - City of London
  - City of Stratford
- b) If the Applicant is unable to provide the documents listed above, then the Applicant is required to undergo an examination to test their qualifications to become licensed as a Drain Layer and shall provide to the Township:
- A description of their qualifications, with a minimum of 2 years experience as a Drain Layer and;
  - The company name, mailing address and phone number of the drain contractor with whom the Applicant is currently employed.
5. In order to receive a passing grade for examination, Applicant must receive a 70% standing for each section of the examination. If the Applicant fails to pass the required examination, they are required to pay and re-write the examination.



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**DRAIN LAYERS APPLICATION FORM**

New Licence <input type="checkbox"/>	Renewal <input type="checkbox"/>	Type of Licence: <b>DRAIN LAYER</b>
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The following **MUST** be **FULLY COMPLETED** in order to process the licence(s) applied for and returned to the above office with the applicable fees.

**NAME OF APPLICANT:** \_\_\_\_\_

Address: \_\_\_\_\_  
 Street  
 \_\_\_\_\_  
 City Postal Code

Phone Number: \_\_\_\_\_

**NAME OF BUSINESS:** \_\_\_\_\_

Business Address: \_\_\_\_\_  
 Street  
 \_\_\_\_\_  
 City Postal Code

Phone Number: \_\_\_\_\_

**LICENCEES:**

1. Drain Layer \_\_\_\_\_  
Name
2. Drain Layer \_\_\_\_\_  
Name
3. Drain Layer \_\_\_\_\_  
Name

<b>FEE: \$</b>	<b>Receipt No.:</b>	<b>Licence No.:</b>
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Personal information on this form is collected under the authority of the Municipal Act, 2001, c. 25, and will be used to determine compliance with the provisions of the Town's Licensing By-Law. This information may be forwarded to various Town Departments and the Region of Waterloo for comment. Questions about this collection should be directed to the Town Clerk, 24 Church Street West Elmira, ON Canada N3B 2Z6, (519) 669-1647



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The undersigned hereby applies for a licence as described, and agrees to comply with all municipal by-laws and regulations and all other application requirements. The applicant hereby acknowledges that the Township of Woolwich, in processing the application, may make such inquiry and searches as it deems appropriate and the applicant hereby authorizes the release of all police and other records and information at this or at anytime by any person to Town Council, provided such information is received and discussed "in camera" and otherwise remains confidential, unless the applicant requests otherwise in writing. The applicant understands that if requested by the Chief of Police, records and information will remain confidential.

In consideration of the issuance of the licence which is the subject matter of this application, the undersigned (joint and severally, if more than one) covenants and agrees to indemnify and save harmless the Township, its officers, employees, servants, agents, contractors and assigns, with respect to any and all actions, causes of action, claims, demands, proceedings, cost damages and expenses howsoever arising either directly or indirectly for the issuance of such licence and the carrying on of the business, project or other activity for which the licence is issued.

In the matter of Licensing by-law No. 47-2013 and amendments thereto, for regulating the issuance, renewal and approval of licences in the Township of Woolwich, in the Regional Municipality of Waterloo:

I, \_\_\_\_\_, of the \_\_\_\_\_  
 (City/Town)

Do solemnly declare that:

1. I am the \_\_\_\_\_ of the applicant firm in this application and, as such, have knowledge of the facts heretofore set forth;
2. The statements contained in this application are, from my own knowledge, true;
3. This application discloses all facts known to me that are relevant thereto;

And I made this solemn declaration consciously believing it to be true, and knowing that it is of the same force and effect as is made under oath and by virtue of "The Canadian Evidence Act".

Declared before me at the **Township of Woolwich**)

in the **Region of Waterloo** )

on the \_\_\_\_\_ day of \_\_\_\_\_ )

\_\_\_\_\_  
 Signature of Applicant