



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**

**HAWKER-PEDLAR LICENCE— Including Door to Door Sales,  
Street Musician, Temporary Food/Non-Food Vendor, Craft Show,  
Antique/Collectible Show and Trade Show**

**PLEASE READ THE ATTACHED PART "5" TO BY-LAW 47-2013**

1. General Inquiry: Clerks Division – Please call (519) 669-6004
2. Hawker-Pedlar Licence Fees: (CASH, CHQ or INTERACT ONLY)

<b>Type of Vendor</b>	<b>Fee Per Day</b>	<b>Annual Fee</b>
Hawker-Pedlar (door-to-door sales, street musicians, temporary food/non-food vendors, craft/antique/trade shows)	\$60.00	\$285.00
Charitable/Non-Profit Organizations	\$15.00	\$100.00
Replacement Licence Fee /Late Fee		\$50.00

3. For licensing, regulating and governing persons who go from place to place or to a particular place with goods, wares or merchandise for sale, or who carry and expose samples, patterns or specimens of any goods, wares or merchandise that are to be delivered in the municipality afterwards.
4. The Following Documents **MUST** be returned with the application:
  - a) Written permission from the owner of the property where table/booth is to be located.
  - b) Confirmation from the Region of Waterloo Public Health approving the sale of food items (if applicable)



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- c) A site plan detailing the location of the sales booth where applicable (a hand drawn sketch is acceptable)
  
- d) Proof of liability insurance in the minimum amount of \$2 million dollars (for sales held on municipal property).



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**HAWKER-PEDLAR APPLICATION FORM**

New Licence <input type="checkbox"/>	Renewal <input type="checkbox"/>	Type of Licence: <b>HAWKER-PEDLAR</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 BUSINESS:** \_\_\_\_\_

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

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

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

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

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

Email Address: \_\_\_\_\_

**TYPES OF GOODS FOR SALE:** \_\_\_\_\_

**TYPES OF SALES:** \_\_\_\_\_  
 (E.g.door-to-door or booth)

**DATE OF OPERATION:** \_\_\_\_\_

**LOCATION OF PROPERTY WHERE VENDOR IS TO BE LOCATED:** \_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Address Postal Code

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

Is this a change of Ownership/Continuation of an Existing Business?  Yes  No

<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 Township's Licensing By-Law. This information may be forwarded to various Township Departments and the Region of Waterloo for comment. Questions about this collection should be directed to the Township 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 Township 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 \_\_\_\_\_, 20\_\_\_\_\_.

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



## **TOWNSHIP OF WOOLWICH** **BY-LAW NUMBER 47-2013**

### **GENERAL PROVISIONS**

- 5.3 Fireworks shall not be sold from any moveable, portable or temporary type structure except for those operations run by a service club or charitable organization, with the proceeds going to an organization or activity within the Regional Municipality of Waterloo, but with preference to those organizations or activities within the Township. Such service club or charitable organization shall obtain a sales' license from the Township prior to selling any Fireworks.
- 5.4 Every Person selling or handling refreshments and Food Stuffs shall ensure that the food handling protocols established by the Region of Waterloo Public Health are adhered to at all times.
- 5.5 Hawker-Pedlar Licenses shall only be issued to permit Business operations within commercial, industrial and institutional zones as set out in the Zoning By-law.

### **EXEMPTION FROM LICENSING REQUIREMENTS**

- 5.6 No Hawkers-Pedlars (including Door to Door Sales, Street Musicians, Temporary Food/Non-Food Vendors, Craft Shows, Antique/Collectible Shows and Trade Shows) shall require a Licence in the following circumstances:
- 5.6.1 If the goods, wares or merchandise are sold by an agent of the grower, producer or manufacturer who pays property taxes in the Township with respect of the Place of Business used for the sale of such goods, wares or merchandise;
- 5.6.2 Existing local retailers are exempt from obtaining a Licence and paying a Licence fee for day sales or seasonal sales if the temporary selling activity is an extension of the existing Business at that location; or,
- 5.6.3 Local farm growers are exempt from obtaining a Licence and paying a Licence fee for day sales or seasonal sales if the produce they are selling is being sold from their own property and has been grown and harvested by them.
- 5.7 The provisions of this Part of this By-law which require a Licence, are not applicable to:
- 5.7.1 Tenant associations or community associations holding garage sales of Personal effects provided that the Personal effects are owned by the members of the association and the sale is for a period no longer than two (2) days and no more than two (2) sales are held in a calendar year; and,
- 5.7.2 A private individual holding a garage sale of Personal effects provided that the personal effects are owned by the individual and the sale is for a period no longer than two (2) days and no more than two (2) sales are held in a calendar year.