



OFFICE OF THE CITY CLERK

Policy, Gaming & Licensing

350 City Hall Square West - Suite 110

Windsor, ON N9A 6S1

Ph: 519-255-6200, Option 1 Fax: 519-255-6868

www.citywindsor.ca

AUTOMOBILE SERVICE STATION

OFFICE USE ONLY

LICENCE # _____

APPLICATION (2 PAGES)

APPLICANT NAME AND ADDRESS

APPLICANT NAME:		DATE OF BIRTH:	(MM/DD/YYYY)
STREET ADDRESS:		HOME PHONE:	
		CELL PHONE:	
CITY, PROVINCE:		POSTAL CODE:	

BUSINESS NAME AND ADDRESS

NAME UNDER WHICH BUSINESS OPERATES:		PLEASE INDICATE WITH A CHECK MARK: (✓)	
EMAIL ADDRESS:		Corporation	Sole Proprietorship
		Partnership	
		<input type="checkbox"/>	<input type="checkbox"/>
STREET ADDRESS:		BUS. PHONE:	
		FAX NUMBER:	
CITY, PROVINCE:		POSTAL CODE:	

MAILING ADDRESS FOR BUSINESS, IF DIFFERENT THAN ABOVE

STREET ADDRESS:		CITY, PROVINCE:	
		POSTAL CODE:	

THERE IS A SEPARATE FEE FOR EACH SUB-CATEGORY INDICATED BELOW:

AUTOMOBILE SERVICE STATION FEES A & B		AUTOMOBILE SERVICE STATION FEES C, D & E	
NEW - \$290.00	RENEWAL - \$249.00	NEW - \$232.00	RENEWAL-\$191.00
A	REPAIRS OF VEHICLES	C	RENTING/VEHICLES USED FOR HIRE
		E	GAS AND/OR OIL FOR SALE
B	WASHING AND/OR CLEANING OF VEHICLES	D	STORAGE AND/OR SALES OF VEHICLES

<p>HAVE YOU EVER HAD ANY PREVIOUS MUNICIPAL LICENCE(S)?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES: What type? _____</p> <p>What year? _____</p>	<p>HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OR INDICTABLE OFFENCE IN CANADA OR ANY OTHER COUNTRY? (FOR WHICH A PARDON HAS NOT BEEN GRANTED)</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES: Year? _____</p> <p>Location? _____</p>
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PLEASE ENCLOSE THE FOLLOWING DOCUMENTS WITH THIS APPLICATION

Certificate of Incorporation, if applicable	Master Business Licence, if applicable
Police Records Check (not older than 30 days, repairs only)	Technical Standards & Safety Authority Approval(s)
Propane Approval	Business Ownership Declaration Form
Proof of Work Status	(2) pieces of government-issued identification including one photo I.D. as well as one I.D. demonstrating proof of status in Canada (e.g. birth certificate, Canadian passport, Canadian citizenship card, permanent resident card, work permit, etc.
Valid Photo Identification	

NOTICE WITH RESPECT TO COLLECTION OF PERSONAL INFORMATION

I acknowledge that the information requested on this form and any appendices attached are collected under the authority of the Municipal Act, City of Windsor Act, and City of Windsor Licensing By-law 395-2004. This information is required in order to process, issue, monitor, regulate and investigate the various licenses issued by the Office of the City Clerk, Policy, Gaming & Licensing Division. The name and business address of the licensee is public information. Any other personal information collected will only be used for investigative purposes. Questions regarding this collection can be made to the Supervisor of Licensing, 350 City Hall Square W. Suite 110, Windsor, ON N9A 6S1, 519-255-6200.

DATE (MM/DD/YYYY)

SIGNATURE OF APPLICANT & TITLE



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LICENCE # _____

APPLICATION-PAGE 2

I hereby make application under By-law 395-2004 for an Automobile Service Station Licence.

BUSINESS NAME:

BUSINESS ADDRESS:

THE FOLLOWING SECTION FOR NEW APPLICATIONS ONLY

IF THE COMPANY IS INCORPORATED, PLEASE PROVIDE THE FOLLOWING:

- LETTERS OF INCORPORATION (NOTARIZED COPY IS ACCEPTABLE)
- LIST OF SHAREHOLDERS

IF THE COMPANY IS A PARTNERSHIP, PLEASE PROVIDE THE FOLLOWING:

- A DECLARATION SIGNED BY ALL PARTNERS DECLARING THE FULL NAME OF EVERY PARTNER AND THE ADDRESS OF THEIR NORMAL RESIDENCE

PLEASE INDICATE BY CHECKMARK THE TYPE OF SERVICE(S) CONDUCTED AT THE ABOVE NOTED BUSINESS

		YES	NO
1.	ARE MOTOR VEHICLES RENTED OR USED FOR HIRE AT THE ABOVE LOCATION?		
2.	DO YOU STORE AND/OR SELL MOTOR VEHICLES AT THE ABOVE LOCATION? PLEASE STATE THE MAXIMUM CAPACITY OF YOUR SALES LOT _____		
3.	DO YOU SELL GAS AND/OR OIL AT THE ABOVE LOCATION? (THIS DOES NOT INCLUDE OIL USED IN CONJUNCTION WITH OIL CHANGES PERFORMED ON THE PREMISES)		
4.	DOES THE LOCATION SELL ANY FOOD/DRINK ITEMS?		
5.	DO YOU SELL PROPANE GAS AT THE ABOVE LOCATION? (SEPARATE TSSA CERTIFICATES ARE REQUIRED FOR PROPANE)		
6.	DO YOU WASH AND/OR CLEAN MOTOR VEHICLES AT THE ABOVE LOCATION? PLEASE INDICATE TYPE OF CAR WASH: MANUAL <u>or</u> AUTOMATIC <u>or</u> COIN OPERATED		
7.	DO YOU REPAIR <u>OR</u> PAINT <u>OR</u> UPHOLSTER MOTOR VEHICLES AT THE ABOVE LOCATION?		

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