



Second Hand Dealer Licence Application

Municipal Law Enforcement and Licensing
50 Centre Street South
Oshawa, ON
L1H 3Z7

Office Use Only	Req.	Rec.
Business Name Registration (Master Business Licence)		
Corporate applicant or partnership – copy of articles of incorporation, name, address, and telephone number of each director, officer, partner and shareholder,		
Municipal Address		
Copy of property parcel register or abstract index		
Copy of most recent transfer identifying current registered owner(s)		
Copy of lease or other instrument		
Sketch or Survey of Floor Plan		
Durham Regional Police Criminal Information Report		
Fire Services		
MLES – Building		
MLES – Property		
MLES – Standards (Inspection Required)		
Tax Arrears		
Supervisor Authorization		
Licence Number:		
Date of Issue:		

Application for:

- Second Hand Dealer
- Second Hand Dealer - Salvage

Applicant

Last Name	Given Name(s)
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Home Address (including postal code)

Email

Home Phone	Business Phone
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Business Name (if a Limited Company, attach full names of all principal officers)

Business Address (including postal code)

Mailing Address (including postal code)

Personal information contained on this form is collected under the authority of Section 11 of the Municipal Act, 2001 and will be used for administering the Municipal Law Enforcement and Licensing process. Questions concerning collection of personal information should be directed to the City of Oshawa's Information Access and Privacy Officer at 50 Centre Street South, Oshawa, Ontario, L1H 3Z7 or 905-436-3311.

Description of goods and/or services to be offered

Second Hand Dealer

Upon application, the applicant must include the following documentation:

- Business Name Registration
- Articles of Incorporation (if applicable)
- Criminal Information report of owner of store
- Copy of Property Parcel Register or Abstract Index
- Lease (or other instrument if applicable)
- Sketch or survey of floor plan
- Name, address and phone number of directors or partners (if different from those on file)

The Property Parcel Register (Abstract Index) may be obtained from the Land Registry Office in Whitby. We recommend you contact the property owners first to see if they have this information in their files. Additionally, be advised that the property owners may have to request the information from the Land Registry office unless arrangements are made for a store manager to do so.

I have read and understand the regulations pertaining to this licence category. I authorize the City of Oshawa to make any investigation regarding this application and authorize the release of records and information to the City of Oshawa provided such information is received and discussed confidentially.

Signature	Date
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