



Customer Service Centre
 Direct Line: (705) 474-0400
 Fax Line: (705) 495-8611

APPLICATION FOR DOOR TO DOOR SALES/ SERVICE PERSON LICENCE

City of North Bay Business Licensing By-Law 2012-225
Schedule "D"

BUSINESS INFORMATION	OWNER INFORMATION
NAME	NAME
OPERATING AS (IF APPLICABLE)	STREET ADDRESS
STREET ADDRESS	CITY/TOWN
CITY/TOWN	PROVINCE POSTAL CODE
PROVINCE POSTAL CODE	TELEPHONE NUMBER
TELEPHONE NUMBER	EMAIL ADDRESS
EMAIL ADDRESS	

PLEASE ATTACH ALL APPROPRIATE DOCUMENTATION

APPLICATION FEE – \$200.00 PER YEAR (LICENCE WILL ONLY BE ISSUED FOR THE TIME PERIOD SPECIFIED ON THE LICENCE)		LIST OF NAMES AND PHOTOGRAPHIC IDENTIFICATION FOR ALL INDIVIDUALS WHO WILL BE IN ATTENDANCE IN THE CITY OF NORTH BAY	
DESCRIPTION OF SERVICE BEING PROVIDED AND/ OR BROCHURE		AUTHORIZATION LETTER FROM COMPANY AUTHORIZING THE SALE OF THE SERVICE	
TWO PIECES OF IDENTIFICATION – ONE PHOTOGRAPHIC – SUCH IDENTIFICATION WILL CLEARLY STATE THE APPLICANT'S NAME AND CURRENT RESIDENTIAL ADDRESS		CURRENT CRIMINAL RECORD CHECK (DATED WITHIN 60 DAYS) FOR ALL PERSONS WHO WILL BE IN ATTENDANCE IN THE CITY OF NORTH BAY	
COPY OF ARTICLES OF INCORPORATION OR MASTER BUSINESS LICENCE (IF APPLICABLE)		DATE(S) OF ATTENDANCE IN THE CITY OF NORTH BAY	

I/We hereby agree and understand the terms and conditions set out in By-Law 2012-225 and any amending By-Laws and will comply therewith and I understand that any non-compliance will result in the revoking of my licence without refund.

The undersigned hereby certifies that the statements herein contained in the said application are true and made with a full knowledge of the circumstances connected with the same.

Print Name: _____ Title: _____

Signature of Applicant: _____ Date: _____

Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for business licensing. Questions about this collection of personal information should be directed to the City Clerk, 200 McIntyre Street East, North Bay (705) 474-0626 ext. 2510.

DOOR-TO-DOOR SALES/SERVICE PERSON

Applicable to:	Every person that goes from place to place selling or offering for sale a service of any kind.
Definitions:	A Person who goes from place to place selling or offering for sale a service of any kind.
Exemptions:	None
Annual Licence Fee:	\$200.00 per year
Licence Circulated to:	1. North Bay Police Service
Special Conditions:	<ol style="list-style-type: none"> 1. Every Door-to-Door Sales/Service Person shall produce to the Issuer of Licences at the time of application, two pieces of identification, one of which shall be photographic identification. Such identification shall clearly state the applicant's name and current residential address. 2. Every Door-to-Door Sales/Services Person shall produce to the Issuer of Licenses at the time of application, a letter from their employer authorizing them to conduct business on behalf of the employer. This letter shall include the name of the business, current business address of the business together with the name of a contact person for complaint purposes. 3. No Person shall engage in, or carry on his business by passing door-to-door within the City before 9:00 a.m. any day or after 7:00 p.m. any day. 4. Every Door-to-Door Sales/Service Person shall provide a current Criminal Record check for all owners, operators and employees who are eighteen (18) years of age or over, which shall be obtained by them at their own expense from the North Bay Police Service or the local Police Service where they reside. 5. Each Licence shall be issued for the period of time that the Door-to-Door Sales/Service Person is selling his or her service within the City. The Door-to-Door Sales/Service Person will require a new Licence each time they attend within the City to sell their service. 6. Every Door-to-Door Sales/Service Person will produce to any homeowner a copy of the Licence that they have been provided by the City at the request of the homeowner.