

Billiard Halls & Bowling Alleys ONLINE Renewal Instructions

**** A new online process for business licensing applications and renewals** has been implemented.

The online application process and form is available on the City website

<https://www.brampton.ca/EN/Business/Licensing/Pages/Stationary-Licence-Requirements.aspx>

Requests for licences and renewals will only be accepted through the online application process.**



Requirements for renewing the above licence:

1. **Licence Application Form**

Business and owner information to be entered online.

2. **Certificate of Insurance** - completed insurance form to be uploaded online

The insurance form **must be completed and signed by your insurer** showing evidence of \$2,000,000 (minimum) Commercial General Liability. It is the business owner's responsibility for uploading the insurance certificate on the online application form.

3. **Fee** - \$235

**Once your application is reviewed, a link to the payment option will be sent to the email provided on the application.

- **Expiry Date** – January 31st of each year

**** Late Renewals are subject to \$50 late fee****

**Once your payment has been processed, your licence will be issued and mailed out.