

Vehicle Pound Facilities 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(s):

- 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. **Schedule of current fees being charged by the Vehicle Pound Facility**
- 4. **Fee – \$243.00**

*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 application has been reviewed and approved your payment will be processed and your licence will be mailed out.