

# **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** - \$117.50 – reduced fee for renewals 2022 only

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

- **Expiry Date** – January 31<sup>st</sup> 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.