

Place of Public Assembly 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.**



A Place of Public Assembly may be issued for one or more of the following categories and the Licence issued pursuant to this Schedule is restricted to the categories identified on the Licence:

- Class "A" – ** Public Hall, Banquet Hall, Bingo Hall
- Class "B" – Golf Course, Driving Range, Mini Golf
- Class "C" – ** Cinema and Theatre

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. **Fire Department Approval** (**where applicable see above) 905-874-2740
An additional fee may be required for this approval.
(A current fire inspection approval report within 30 days.)
 - 4. **Fee** - \$140.00 ** 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 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.