

## Second Hand Goods Online Application Requirements

**\*\* 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 [www.brampton.ca](http://www.brampton.ca) (please refer to the Business Licensing section). Requests for licences and renewals will only be accepted through the online application process.\*\*

### Requirements for obtaining the above licence:

- ☐ 1. **Licence Application Form**  
The attached form must be completed and signed by the owner of the business.
- ☐ 2. **Zoning Approval** -application will be forwarded to our zoning division for review of Location of the business. Please provide complete address of business.
- ☐ 3. **Certificate of Insurance**  
The attached must be completed and signed by your insurer showing evidence of \$2,000,000 (minimum) Commercial General Liability.
- ☐ 4. **Business Registration (MASTER BUSINESS LICENCE) and/or Articles of Incorporation**  
(master business licence is required when a business is operating as a different name from the corporation, unless the business is a franchise)
- ☐ 5. **Criminal Record Search**  
Security clearance issued within the last 30 days by the Police Services in the jurisdiction which the Applicant resides
- ☐ 6. **Fee** - \$276.00 \*\* Once application is reviewed, a link to the payment option will be sent to the Email provided on application.
  - **Expiry Date** – May 31<sup>st</sup> of every year

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

## SCHEDULE 25 TO BY-LAW # 332-2013

### RELATING TO SECOND HAND GOOD SHOPS

1. In this Schedule:

“Exempt Organization” means a religious, philanthropic, patriotic, fraternal or charitable organization or society;

“Second Hand Goods” includes used clothing, household materials, precious metals, electronics, videos, digital video recordings, electronic games, sporting goods and jewellery.

2. No Licence shall be required under this By-law by a Person:

- (a) Selling or dealing in Second-Hand Goods on behalf of an Exempt Organization where the entire proceeds of the sale are used to further the objectives of the foregoing organization or society;
- (b) Selling or dealing in Second-Hand Goods that have been purchased from an Exempt Organization, where such Second-Hand Goods were originally donated to that Exempt Organization; and
- (c) Dealing in goods which are recognized antiques or works of art.

3. An Application for a Licence, or at the discretion of the Licence Issuer for a Licence renewal, shall be accompanied by a clearance issued to the Applicant within the last 30 days by the Police Services where the Applicant resides.

4. A Licence shall not be issued if at any time within 3 years prior to the Application the person has been convicted of any offence relating to fraudulent practices, stolen goods, theft or burglary under the *Criminal Code*, RS. 1985, c.C-46, as amended.

5. No Licensee shall:

- (a) Receive from any person or persons any article or goods which the licensee knows or has reasonable grounds to believe have been stolen or otherwise secured by the person in possession of same by means of a commission of an offence under the *Criminal Code*, RS. 1985, c. C-46, as amended;
- (b) Purchase, take in exchange, or receive directly or indirectly, any goods, article or thing from any person who appears to be under the age of 18 years old;
- (c) Purchase, take in exchange, or receive directly or indirectly, any goods, article or thing from any person who appears to be under the influence of drugs or alcohol;
- (d) Alter, repair, dispose of or in any way part with, any goods or articles purchased or taken in exchange until after the expiration of 30 days and during these 30 days, the goods or articles obtained shall remain on the licensed premises and shall be kept in a location separate from goods previously purchased and shall be subject to inspection at any time during business hours by the Peel Regional Police; or
- (e) Transact any business between the hours of 11:00 p.m. and 7:00 a.m.

6. Every Licensee shall:

- (a) Maintain a register in a form approved by the Licence Issuer in which shall be entered:
  - (i) A description of all goods taken in exchange or otherwise obtained, including, make, serial number, model number marking and titles where applicable;
  - (ii) The purchase price of each item or a description of the item exchanged for it;
  - (iii) The date and time on which the goods were taken;
  - (iv) The name, address, telephone number and e-mail address of the person from whom the goods were obtained and if the goods were delivered or conveyed by a motor vehicle, the licence number of that motor vehicle; and
  - (v) The name of the employee who conducted the transaction;

- (b) Ensure the register is retained for a period of 2 years;
  - (c) Inform sellers that their personal information is being collected and that this personal information will only be used, if necessary, for law enforcement purposes;
  - (d) Notify Peel Regional Police of the name and description of any goods or articles of any kind which he or she has reasonable grounds to believe may have been stolen or unlawfully obtained;
  - (e) Open the register to inspection at all times during regular business hours by the Licence Issuer, Municipal Law Enforcement Officer and Police who may remove specific entries from the register for use in any Court or other law enforcement proceedings; and
  - (f) Obtain a separate licence in respect of each and every shop, store or other place used for the transaction of business or for taking in or storing of second-hand goods.
7. Every Licensee who acts as a lender in accordance with the *Payday Loans Act, 2006*, S.O. 2008, c.9, as amended, shall be in possession of a licence issued by the Registrar under the act, when applying for or renewing a Second Hand Goods Shop Licence