

## **Second Hand Goods 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 [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**  
Business and owner information to be entered online.
  
  - 2. **Certificate of Insurance**  
The insurance form **must be completed and signed by your insurer** showing evidence of \$2,000,000 (minimum) Commercial General Liability.
  
  - 3. **Criminal Record Search**  
Security clearance issued within the last 30 days by the Police Services in the jurisdiction which the Applicant resides
  
  - 4. **Fee** - \$276.00 \*Once your application is reviewed, a link to the payment option will be sent to the email provided on the application.
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- **Expiry Date** – May 31<sup>st</sup> of every 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.