

Tobacco Sales 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

<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 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. It is the business owner's responsibility to upload insurance certificate on online application.

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. **Fee** - \$321.00 ** Once your application is reviewed, a link to the payment option will be sent to the email provided on application.

- **Expiry Date** – January 31st of every year

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

RELATING TO
TOBACCO RETAILERS

1. In this Schedule:

“Tobacco Shop” means any store or shop where tobacco, cigars or cigarettes are sold by retail.

2. Every Person licensed under this Schedule shall comply with the provisions of the *Smoke-Free Ontario Act*, S.O. 1994, c.10, as amended, the *Tobacco Act*, S.C. 1997, c.13, as amended, and the *Tobacco Tax Act*, R.S.O. 1990, c. T.10, as amended.
3. No Person shall sell or supply any tobacco product to any person who is less than 19 years old.
4. Every Person licensed under this Schedule shall maintain the premises in a clean condition, free from litter and must provide litter containers around the premises in size, number and location so that they adequately contain all refuse caused by the operation of the business.
5. Where an automatic prohibition order is issued by the Minister of Health for the sale of tobacco, the Licence issued by the City is automatically suspended for the period of time specified in the automatic prohibition order. There shall be no appeal under this By-law for a Licence suspended under this section.
6. Every applicant for a Tobacco Retailer’s Licence or for the renewal of such Licence shall be in possession of a retail Dealer’s Permit issued under the *Tobacco Tax Act*, R.S.O. 1990, c.T10, as amended, or as of June 30, 2010, held a valid Retail Sales Tax Vendor’s Permit issued under the *Retail Sales Tax Act*, R.S.O. 1990, c. R. 31, as amended.