



BODY RUB PARLOUR OPERATOR MUNICIPAL LICENCE APPLICATION

THE APPLICATION PROCESS

This package contains the necessary application to apply for the **Body Rub Parlour Operator licence** in the City of Vaughan (the City). To apply, persons must submit a completed application and pay the applicable fee as listed at vaughan.ca/BusinessLicensing as per the Business Licensing By-law posted in the [By-law Library](#). For more information, contact us:

By-law and Compliance, Licensing and Permit Services Department, City of Vaughan

Vaughan City Hall, 2141 Major Mackenzie Dr., 1st floor, Vaughan, ON, L6A 1T1

Phone: 905-832-2281 | Email: bylaw.licensing@vaughan.ca

Website: vaughan.ca/BusinessLicensing

Hours: Monday to Friday, 8:30 am to 4:30 pm, except for statutory holidays

How to apply

Applicants and licensees have four options for submitting new or renewal licence applications:

- 1. Licensing Portal** where you can apply online for and renew many licences, posted at vaughan.ca/BusinessLicensing. Note, you will not be required to complete this form if you apply using the portal.
- 2. Mail** to “Attn: By-law and Compliance, Licensing and Permit Services Department”.
- 3. Drop off** to drop-boxes located at the entrances of Vaughan City Hall, with the enveloped marked, “Attn: By-law and Compliance, Licensing and Permit Services”.
- 4. By e-mail** to bylaw.licensing@vaughan.ca, along with scanned copies of required documentation, and an e-mail indicating a contact phone number for staff to collect payment.

Who can submit the application?

The applicant, a person applying to obtain this licence, may submit this application.

THE APPLICATION

Section 1 – Licence type

Please check the box below to confirm the licence you are applying for.

- I am applying for a Body Rub Parlour Operator (a person who manages the Body Rub Parlour, however, does not provide body rub services).

Section 2 – Applicant information

Please complete this mandatory section.

Name (first and last name)

Address (street no, street name)

Unit

Municipality

Province

Country

Postal code/ zip code

Email address

Telephone number

Section 3 – Authorized Agent

This section should be completed if the applicant would like to appoint an agent to act on behalf on a business licence or permit applicant(s) or licensee(s).

Name of authorized agent (first name, last name)

Business telephone number

Email address

What will the Authorized Agent do on behalf of the applicant?

Select all activities that apply.

- Apply for a business licence or permit, including payment
- Renew a business licence or permit, including payment
- Make and respond to inquiries with respect to the licence, permit or application
- Update information with respect to the licence, permit or application
- Cancel the licence, permit or application
- Other, as described here:

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Section 4 – Required documents
 The following documentation must be submitted with your application.

Item	Description
Check the box below if you have included the item.	The description is based on the Licensing By-law, as amended, as listed at www.vaughan.ca/bylaw in the By-law Library.
<input type="checkbox"/> Canadian Government-Issued Identification	Canadian government-issued identification which demonstrates the applicant is at least 18 years of age and eligible to work in Canada; this is required for all directors and officers in a corporation, partners in a partnership and sole proprietors. This may be one or several pieces of identification.
<input type="checkbox"/> Photo of applicant	A digital or printed photo of the applicant, which may be a passport photo or one taken by yourself.
<input type="checkbox"/> Criminal Records Check	Criminal Records Check for the applicant issued from an Ontario Police Service within the previous 90 days; this is required for all directors and officers in a corporation, partners in a partnership and sole proprietors.

Section 6 – Declarations

By signing below, the applicant (or the applicant through the authorized agent) certifies that:

- 1) The information contained in this application, attached plans and specifications, and other attached documentation is true and accurate to the best of the applicant’s knowledge.
- 2) The person submitting this application has the authority to bind the applicant.
- 3) The applicant acknowledges that the application may contain “personal information” as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is required pursuant to the provisions of the Municipal Act. It will be used by the City of Vaughan to process this application, for administration of this licence and to ensure compliance with all applicable statutes, regulations and by-laws. Questions about this collection should be directed to the Chief Licensing Officer, By-law and Compliance, Licensing and Permit Services, City of Vaughan, 2141 Major Mackenzie Drive West, Vaughan, Ontario L6A 1T1, telephone number (905) 832-2281.
- 4) The applicant further agrees that any false information may result in refusal to issue, suspend, revoke or place of conditions on any licence.

Signature of the applicant

Name of applicant	Signature of applicant	Date (dd/mm/yy)

Signature of the authorized agent (if applicable)

Name of authorized agent	Signature of authorized agent	Date (dd/mm/yy)

For office use only

Reviewed by the following staff:	Date of review (dd/mm/yy)

Notes	