**PROCESS FOR REPLACEMENT BUSINESS LICENCES (BASIC)**

**BRUCE PENINSULA NATIONAL PARK**

Dear Licensee:

Please find enclosed your business licence package for the 2022-2023 fiscal year. This licence has been prepared with (choose one of the following) the same terms and conditions as your licence issued for the 2021-2022 year. If there is no change to your business operations, you are not required to complete an application form. You must still provide all information requested on the attached ‘***Documentation Checklist’*** in order to validate your business licence.

If any of the following situations apply to you, a new ‘**Business Licence Application’** must completed. Please contact the undersigned to obtain the appropriate forms.

* Change in name or location
* Sale or Transfer of business
* Change to the nature of your business
* Additional services or activities to previously approved licence

Please refer to the enclosed ‘Documentation Checklist’. You are required to complete, execute and return this checklist to our office along with the required documentation and the fee. On receipt of this information, your business licence will be signed by the Park Superintendent. A copy will be returned to you for your records. A reminder that your business licence is not valid until you have returned all the required information, paid the fee and the licence has been signed by the Park Superintendent.

Please remember that you are required to post your licence in a conspicuous place on the premise or place where the business is being carried out.

If you have any questions or concerns regarding the enclosures, please do not hesitate to contact the park marking your inquiry as “business license application” at bruce-fathomfive@pc.gc.ca or by phone at (519) 596-2364, or toll-free at 1-888-773-8888.

Sincerely,

Ethan Meleg, Acting Superintendent

Bruce Peninsula National Park / Fathom Five National Marine Park

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| **DOCUMENTATION CHECKLIST** | |
| **Please enclose and check off the applicable documentation.**  **\* Signed business licence document**  **\*Appropriate fee associated with each activity** (as indicated on your attached licence)  **\*Proof of insurance -** a minimum of $2,000,000.00 per incident 3rd party liability insurance with **“Her Majesty the Queen, in Right of Canada, as represented by the Minister of Environment for the purpose of the Parks Canada Agency”** as an additional insured.  Each park/site should insert any site specific documentation that may be applicable such as annual health inspections, reporting requirements, fire inspections, etc. | |
| **\*Indicates that documents *must* be included with your application. Failure to provide this information will deem your application as incomplete.** | |
| **LICENSEE SIGNATURE** | |
| **I HEREBY VERIFY AND CONFIRM** that my business is operating under the same terms and conditions as previously approved, that I will comply with said business licence terms and conditions, and further, that I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, shall at all times indemnify and save harmless Her Majesty the Queen, in Right of CANADA, Her Successors and assigns against and from all actions, suits, damages, losses, charges, expenses, claims and demands whatsoever (including necessary legal costs) which may hereafter be brought or made against CANADA, or which CANADA may sustain, pay or incur at the instance of a third party as a result of or in connection with or arising out of this licence or anything done or maintained hereunder, or arising out of the use and occupancy of Crown lands by the aforementioned. | |
| **Licensee Signature:** | **Date:** |

**GOVERNMENT OF CANADA PRIVACY NOTICE**

The Government of Canada is committed to respecting your privacy. All personal information created, held or collected by the Parks Canada Agency is protected under the federal [***Privacy Act***](http://laws-lois.justice.gc.ca/eng/acts/P-21/index.html). This means that you will be informed of the purpose for which it is being collected and how to exercise your right of access to that information. You will be asked for your consent where appropriate.

<https://www.canada.ca/en/treasury-board-secretariat/topics/access-information-privacy.html>

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| **Office Use Only** |  |
| Date completed application and documentation received by park |  |

**PAYMENT METHOD**

Payments may be made via:

**Cash**

**Money Order/Certified Cheque made payable to ‘Receiver General for Canada’**

**Visa  MasterCard  American Express**

Payments may be made:

**in person** during regular office hours

**by regular mail.** For security reasons, credit card payments may only be made in person or by phone.

**by phone** if paying by credit card during regular office hours at (519) 596-2364, or toll-free at 1-888-773-8888.