**NEW BUSINESSES**

**PART I - APPLICATION INSTRUCTIONS**

**FATHOM FIVE NATIONAL MARINE PARK**

Anyone wishing to operate a business in a national park in Canada is required to apply to Parks Canada for a business licence. “Business” is defined as any trade, industry, employment, occupation, activity or special event carried on in a park or site or on Parks Canada-administered lands or waters outside of a park, for profit, gain, fund raising or commercial promotion, and includes an undertaking carried on in a park by a charitable organization, or by an organization or individual on a non-profit basis.

The following procedure is for businesses wanting to operate in a national park for the first time. It is not applicable if you are seeking a replacement licence. A separate application form is available for this purpose. Please contact your local Parks Canada office for further information on this process.

**1. How do I apply for a licence to conduct business in a national park?**

1. Complete the business licence application in full, including Appendix A. Detailed information is necessary for Parks Canada to conduct an accurate evaluation of your application.
2. Submit the completed business licence application form, including all requirements in the documentation checklist.

Completed applications can be sent to:

Attention: “Business Licenses”

Bruce Peninsula National Park / Fathom Five National Marine Park

120 Chi sin tib dek Road, PO Box 189, Tobermory ON N0H 2R0

Email:  bruce-fathomfive@pc.gc.ca

Telephone: (519) 596-2364, or toll-free at 1-888-773-8888

**2. What is the process for review of my business licence application?**

 (a) **Receipt of Application:** Parks Canada will review your submission for completion. Incomplete applications may be returned to you to provide further information or documentation.

1. **Review/Evaluation:** All applications will be evaluated and a recommendation for approval or denial will be forwarded to the Field Unit Superintendent who makes the final decision based on this recommendation. Further to Parks Canada [Service Standards](https://www.pc.gc.ca/en/agence-agency/dp-pd/ns-ss/ns-ss01) for business licence applications, we will make every attempt possible to ensure you are advised of our decision within fifteen (15) working days of receipt of your application.

A successful application will:

* **Be consistent with the following legislation/documents:**
* [*Canada National Parks Act*](https://laws-lois.justice.gc.ca/eng/acts/N-14.01/index.html) *and the* [*National Parks of Canada Businesses Regulations*](https://laws-lois.justice.gc.ca/eng/regulations/SOR-98-455/)
* [*Parks Canada Guiding Principles and Operational Policies*](https://www.pc.gc.ca/en/docs/pc/poli/princip)
* [Fathom Five National Marine Park Management Plan](https://www.pc.gc.ca/en/amnc-nmca/on/fathomfive/info/plan)
* **Please provide any additional information you feel may be relevant in helping us to assess your application:**
* Describe ways in which the group’s impact on the park’s natural and cultural resources will be limited
* Describe how impacts and conflicts with other park user’s activities and experiences will be limited
* **Where applicable:**
* Include an appropriate Emergency Response Plan (Please see template at: https://www.pc.gc.ca/en/amnc-nmca/on/fathomfive)
* Describe how potential effects on park facilities and facility maintenance will be reduced

**3.**  **Field Unit Superintendent’s Decision: you will be notified of the decision in the manner that you have indicated in Part II of the attached “*New Businesses - Business Licence Application”***

1. **If the business licence application is approved**: your business licence will be issued and become valid on receipt of payment. Any/all conditions imposed on the licence will be clearly defined and appended. The term of the licence cannot exceed one year and will expire on March 31 following the date of issuance. If, at any time during the term of your licence, the parameters under which you are operating your business change, such as sale or transfer of the business, change in name or location, change to the nature of the business, or additions to the business, you must inform Parks Canada immediately.
2. **If the business licence is denied:** you will be advised, in writing, of the reason(s) for the decision in as timely a manner as possible.
3. **If the application is approved, note that there is no fee for business licences in Fathom Five National Marine Park at this time.**
4. ***Who can I talk to if I have questions about applying for a business licenses?***

Please email: bruce-fathomfive@pc.gc.ca and state “Business License Inquiry” in the subject line, and a Parks Canada representative will respond directly to you.

**NEW BUSINESSES**

**PART II - BUSINESS LICENCE APPLICATION FOR**

**FATHOM FIVE NATIONAL MARINE PARK**

Proposed Start Date of Operation: (enter date)

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| **PART A: COMPANY/OPERATOR INFORMATION** |
| Legal Business Name: |
| Operating Name: |
| Business Owner Name: |
| Street Address: |
| Mailing Address: |
| E-Mail Address: |
| Website: |
| Phone: | Cell: | Fax: |
| **Preference for notification of decision (check one): Mail** [ ]  **E-mail** [ ]  **Fax** [ ]  |
| **PART B: GENERAL INFORMATION: *(if you require more space, please attach a detailed description to the application)*** |
| Type of Business: |
| Detail of services and/or merchandise provided: |
| Indicate the area of the park where your business will be operating. Where a legal description is not available, a map must be appended/may be required highlighting specific area(s) of operation for each park site you are proposing to operate in. |
| Is your company the on-the-ground operator for a booking agent? [ ]  Yes [ ]  NoIf yes, please list the names of the booking agents here: |
| **PART C: DOCUMENTATION CHECKLIST** |
| **Please enclose and check off *only* the documentation that is *applicable***[ ]  **\*Detailed business licence application outlining all proposed activities**[ ]  **\*Proof of insurance -** a minimum of $2,000,000.00 per incident 3rd party liability insurance with **“His Majesty the King, in Right of Canada, as represented by the Minister of Environment for the purpose of the Parks Canada Agency”** as an additional named insured. If you do not currently have insurance, we will accept a letter from your insurance carrier advising that the required coverage has been requested, and that a policy will be issued, pending approval of your business licence application. Proof of insurance will be required prior to business licence issuance.[ ]  **\*Copy of Certificate of Incorporation or Business Registration**[ ]  Copy of documentation, certification relevant to your ability to carry on the business activity applied for[ ]  Summary of education, skills and experience that qualifies you and your employees to carry on the business in a safe manner[ ]  Emergency Response Plan |
| **\*Indicates that documents *must* be included with your application. Failure to provide this information will deem your application as incomplete.** |
| **PART D: APPLICANT SIGNATURE** |
| **I HEREBY VERIFY AND CONFIRM** that all information provided is true and accurate, that I will comply with the business licensing conditions, and further, that I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, shall at all times indemnify and save harmless 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. |
| **Applicant 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 |  |

**APPENDIX “A”**

**COMMERCIAL VESSEL DESCRIPTION AND EQUIPMENT**

**(FOR MOTORIZED VESSELS)**

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| **1. VESSEL SPECIFICATIONS** |
| Vessel Name: | Identification Number: |
| Length (m/ft): | Draft (m/ft): | Passenger Limit: |
| Hull Type: | Propulsion Type: | Engine Size: |
| On-Board Equipment (check all that apply): |
| [ ]  First Aid[ ]  Oxygen[ ]  Radar | [ ]  GPS/Loran[ ]  VHF Radio[ ]  CB Radio | [ ]  Raft [ ]  Other (please specify): |
| **2. VESSEL OPERATORS** |
| Operator Name: | Contact: |
| Operator Name: | Contact: |
| Operator Name: | Contact: |
| Operator Name: | Contact: |
| **3. RESTRICTED AREAS** |
| If this vessel will be entering any restricted areas, please check all that apply. For more information on the physical location of the restricted areas, please visit: [https://laws-lois.justice.gc.ca/PDF/SOR-2008-120.pdf](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flaws-lois.justice.gc.ca%2FPDF%2FSOR-2008-120.pdf&data=04%7C01%7Cbrian.mchattie%40pc.gc.ca%7Cb08215257dc94a00575408da1d8eb283%7C6f45dd51039e4566bcc55b700537cb87%7C0%7C0%7C637854795953583923%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=M9GZmjT5%2Bn%2F5zCTIImxSlVjOHCT2yb%2BYJHD2cjcon9M%3D&reserved=0). |
| [ ]  Sweepstakes (Item 4)[ ]  Newago (Item 7)[ ]  Griffon Cove (Item 8)[ ]  Philo Scoville (Item 9)[ ]  W.L. Wetmore / James C. King (Item 10)[ ]  John Walters (Item 11) | [ ]  Dunks Point (Item 12)[ ]  Marion L. Breck (Item 13)[ ]  Forest City (Item 14)[ ]  Unidentified Wrecks (Item 15)[ ]  Charles P. Minch (Item 16)[ ]  Arabia (Item 17) |
| \*NOTE: No permits will be issued for motorized vessels to access the restricted areas associated with The Tugs (Item 6) or Lighthouse Point (Item 5). |

Please provide a copy of the certificate(s) of registry, and a copy of the most recent annual inspection.

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| **1. CONTACT INFORMATION** |
| Business Name: |
| Owner(s): |
| Mailing Address: |
| City: | Province: | Postal Code: |
| Primary Contact: |
| Phone: | Fax: | Email: |
| Secondary Contact: |
| Phone: | Fax: | Email: |
| **2. BUSINESS DESCRIPTION** |
| **(a) Proposed Activities (check all that apply):** |
| [ ]  Guided Tour[ ]  Dive / Snorkel Charter[ ]  Passenger Transport | [ ]  Rental Boat(s)[ ]  Other (please specify):  |
| **(b) Brief Description of Services:** |
| **(c) Proposed Location(s) / Route(s) (attach map if possible):** |
| **3. VESSEL FLEET INFORMATION** |
| **(a) Motorized Vessels***Please list the names of all motorized vessels associated with the proposed activities:*  |
| (1) |  |  | (6) |  |  |
| (2) |  |  | (7) |  |  |
| (3) |  |  | (8) |  |  |
| (4) |  |  | (9) |  |  |
| (5) |  |  | (10) |  |  |
|  |
| **(b) Non-motorized Vessels***Please indicate the number of non-motorized vessels for each vessel type:* |
|  |  | Canoes |  | Stand-up Paddleboards |
|  |  | Kayaks (single) |  | Other (please specify) |
|  |  | Kayaks (double) |  |  |
|  |

**NEW BUSINESSES**

**PART III – DETERMINATION**

**(Office use only)**

Decision required by: (enter date)

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| **REVIEW TEAM RECOMMENDATION TO THE FIELD UNIT SUPERINTENDENT: *(attach completed functional review template if required)*** |
| [ ]  **YES, issue business licence with general and specific terms and conditions** |
| [ ]  **YES, issue business licence with general and specific terms and conditions with the following mitigations to also be addressed by proponent:** |
| [ ]  **Deny application based on the following rationale:**  |
| **Eastern and Central Ontario Field Unit****Field Unit Superintendent Signature** |  |
| **Date** |  |