



AGENT AUTHORIZATION FORM

This document should be completed and submitted with a City of Vaughan business licensing application on the online Licensing Portal application in order to authorize an agent to act on behalf on a business licence or permit applicant or licensee. For more information, visit www.vaughan.ca/BusinessLicensing or contact the City at Bylaw.Licensing@vaughan.ca or (905) 832-2281.

Section 1 – Applicant information		
Please complete this section with respect to the applicant or licensee.		
Registered business name	Operating business name	
Municipal licence category (if already licensed)	Municipal licence number (if already licensed)	
Name of applicant authorizing the agent (first name and last name)		
Type of applicant <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	Position of person who is authorizing the agent <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partner in the partnership <input type="checkbox"/> Officer or Director in the corporation	
Business address (street no, street name)		Unit
Municipality Vaughan	Province Ontario	Postal code
Business telephone number	Email address	
Section 2 – Authorized Agent		
Please provide information about the authorized agent.		
Name of authorized agent (first name, last name)		
Business telephone number	Email address	

Section 3 – What the Authorized Agent will be allowed to 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:

Section 4 – Additional requirements checklist

The following must be provided with the submission of the form. If the application is being:

- made online on the Licensing Portal, this must be uploaded as attachment in the portal;
- submitted by mail, email or via the on-site drop box, a copy should be submitted with form.

Check the box(es) below to acknowledge you are submitting the following requirements:

Requirement	Details
<input type="checkbox"/> Identification	One piece of Canadian government photo identification demonstrating that the Authorized Agent is at least 18 years old.

Section 5 – Declarations

By signing below, the applicant and authorized agent certify that:

- 1) The information contained in this form and other attached documentation is true and accurate to the best of the knowledge of the applicant/licensee and agent.
- 2) 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.
- 3) The applicant further agrees that any false information may result in refusal to appoint someone as an agent.

Signature of the applicant (sole proprietor, partner, officer or director)	Date (dd/mm/yy)
Signature of authorized agent	Date (dd/mm/yy)