**NEW BUSINESSES**

**PART I - APPLICATION INSTRUCTIONS**

**BRUCE PENINSULA NATIONAL 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. 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.
3. While not required until a determination is made on your application, payment is outlined on page 3, item #4, and will be payable prior to issuance of a business licence.

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](mailto: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 Superintendent who makes the final decision based on this recommendation.

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 (Business Licence Guidelines: Appendix A) 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)
* **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 the health and safety of your clients, other park users and park staff will be maintained. Please include a Covid-19 Safety Plan
* Describe how impacts and conflicts with other park user’s activities and experiences will be limited.
* Include an appropriate Emergency Response Plan (please see template at https://www.pc.gc.ca/en/pn-np/on/bruce).
* 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 my application is approved, what are the applicable fees for business licences?**

**Other Businesses (each business) $ 61.50**

1. ***Who can I talk to if I have questions about applying for a business licence?***

Please email: [bruce-fathomfive@pc.gc.ca](mailto:bruce-fathomfive@pc.gc.ca) and state “Business License Inquiry” in the subject line. A Parks Canada representative will respond directly to you.

**NEW BUSINESSES**

**PART II - BUSINESS LICENCE APPLICATION FOR**

**BRUCE PENINSULA NATIONAL PARK**

Proposed Start Date of Operation:

|  |  |  |  |
| --- | --- | --- | --- |
| **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. | | | |
| Is your company the on-the-ground operator for a booking agent?  Yes  No  If 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 “Her Majesty the Queen, in Right of Canada, as represented by the Minister of Environmentfor the purpose of the Parks Canada Agency” as an additional 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. | | | |
| **\*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 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. | | | |
| **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>

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

**NEW BUSINESSES**

**PART III – DETERMINATION**

**(Office use only)**

Decision required by: (enter date)

|  |  |
| --- | --- |
| **REVIEW TEAM RECOMMENDATION TO THE 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:** | |
| **Superintendent Signature** |  |
| **Date** |  |