



City of Regina

# Commercial Licence Application Form

Please print clearly

For office only		
LICENCE #	CITY ACCOUNT ID	ZONING

Name of Applicant:		Date of Application:	
Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Relocation <input type="checkbox"/> Status Change			
Name under which the business will operate:			
Is your business registered or incorporated in Saskatchewan? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, is a copy of the registration/incorporation attached? <input type="checkbox"/> Yes <input type="checkbox"/> Will Provide	
Business Owner(s):			
Address From Which the Business Will Operate:			
Business Phone Number:	Cell Phone Number:	Email:	
Mailing Address:			Postal Code:

**Nature of Business**

- Coin Dealer     Pawnbroker     Secondhand Dealer (manual *OR* electronic reporting)     Tow Truck Service

Please describe your business, including any goods or services to be provided as part of the business.

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**LICENCES ARE VALID FOR A CALENDAR YEAR, EXPIRING ON DECEMBER 31<sup>ST</sup> OF EACH YEAR.**

I hereby certify that the information contained in this application is complete and true and I agree to not commence business operations until payment of the applicable licence fee is made to the City of Regina and licence has been approved. Once a business licence has been issued, I agree to abide by the regulations on the back of this form in addition to all of conditions contained in *The Licensing Bylaw, No. 2006-86.*

Dated at the City of Regina, in the Province of Saskatchewan, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

WITNESSED BY:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
(Office Representative Only)

**Pawnbrokers, Secondhand Dealers and Coin Dealer**

**"coin dealer"** means a person who carries on the business of buying or exchanging coins or sets of coins as collectors' items by transactions conducted directly with any person.

**"pawnbroker"** means a pawnbroker within the meaning of The Pawned Property (Recording) Act.

**"pawnshop"** means a business where more than 10 pawn transactions per month are concluded.

**"pawn transaction"** means a pawn transaction within the meaning of The Pawned Property (Recording) Act.

**"secondhand dealer"** means any person who purchases or sells secondhand goods as defined by this Bylaw.

**"secondhand goods"** includes personal property of every description, the same having been previously owned and used by some person that fall under the categories of goods contained in the Bylaw

1. No person shall operate as a coin dealer, pawnbroker/pawnshop or secondhand dealer in the City without a licence issued in accordance with this Bylaw.
2. A person applying for a licence to operate as a coin dealer, pawnbroker/pawnshop or secondhand dealer must pay the fee provided for in Schedule "A" of the Bylaw.
3. A person operating as a coin dealer, pawnbroker/pawnshop or secondhand dealer must renew their licence annually in the manner prescribed by the City and must pay the renewal fee provided for in Schedule "A" of the Bylaw.
4. Every pawnbroker shall before receiving a licence under this Bylaw provide the City with, and shall during the continuance of such licence keep in force, a bond in the sum of Five Thousand (\$5,000.00) Dollars issued by a company licensed or registered to do business in the Province of Saskatchewan and in a form to be approved by the City Solicitor indemnifying the City and all other persons or Corporations against loss owing to the default of the licensee arising out of any fraud, dishonesty, theft, misappropriation or misapplication in the conduct of his business.
5. Effective January 1, 2006, all pawnbrokers shall record and report all pawn transactions electronically in accordance with The Pawned Property (Recording) Act.

6. A coin dealer, pawnbroker/pawnshop or secondhand dealer shall keep a Registry in a form satisfactory to the Deputy City Manager or his or her designate in which shall be permanently secured and recorded (see bylaw for detailed information).
7. No coin dealer, pawnbroker/pawnshop or secondhand dealer shall operate their business nor employ anyone in his business without first obtaining:
  - (1) a Certificate of Approval from the Chief of Police for himself and each employee which certificate must be renewed annually, within twelve (12) months of the date of issue for pawnbrokers and secondhand dealers and must be renewed every five (5) years for a coin dealer, or at the request of the Deputy City Manager
  - (2) a Licence Identification Card from the Deputy City Manager or his or her designate for himself and each employee. The Deputy City Manager or his or her designate shall not issue such a card until the Certificate of Approval has been obtained.
8. The Licence Identification Card issued must be worn or displayed in accordance with the Bylaw.
9. Each Licence Identification Card shall bear a unique number which shall correspond with any person mentioned in the Bylaw and which number shall be recorded in the Registry each time that person performs a transaction.

For further bylaw information including permitted and prohibited activities, appeal processes or questions regarding any of the points listed above, contact the Business Support Branch, Community Services at 306-777-7717.