



**Clothing Donation Bin Operator
Business Licence – Checklist**
Development, Buildings and Licensing

This checklist MUST be completed and submitted with your Business Licence Application. If you have any questions regarding the information requested on this form, please email licenceoffice@vancouver.ca.

| | |
|--|--|
| Organization Name and contact information: | |
|--|--|

| All required items must be supplied and details confirmed by applicant. | | | Staff Use Only |
|---|--|-----------------------|----------------|
| Required | Details - confirm the following about clothing donation bin(s): | Supplied By Applicant | Accepted |
| Photograph or pictorial depiction and written description of the donation bin | <ul style="list-style-type: none"> displays clear identification information with the license holder's name and contact information | | |
| | <ul style="list-style-type: none"> displays operator/company name in lettering is no smaller than 100 millimetres x 75 millimetres and of a contrasting colour to the colour of the donation bin | | |
| | <ul style="list-style-type: none"> displays a legible sign stating "All clothes, shoes and linens may be donated, provided they are clean and dry" | | |
| | <ul style="list-style-type: none"> displays a clear written or pictorial notice that all donation articles must fit into the donation bin, prohibiting any items to be left outside or around the donation bin on or near the donation bin location, and prohibiting the donation of items that may create a safety hazard, including but not limited to paint, garbage, soiled rags, propane or any other like items | | |
| | <ul style="list-style-type: none"> displays "No Dumping" signage on the bin | | |
| | <ul style="list-style-type: none"> displays pick up schedule on the bin | | |
| Applicant to confirm placement of donation bin | <ul style="list-style-type: none"> no 3rd party advertising on the bin | | |
| | <ul style="list-style-type: none"> will not be chained or fastened to any utility apparatus, including any traffic signal, traffic control device, street light, hydro or telephone pole or signpost, fire hydrant, parking meter, bus shelter, telephone booth, post box, benches or trees | | |
| | <ul style="list-style-type: none"> will not be placed so to obstruct clear sight triangles, circulation, setbacks, parking and driveways | | |
| | <ul style="list-style-type: none"> will not be placed so as to create safety hazards or to restrict accessibility for pedestrians, motorists and the public accessing the donation bin | | |

| All required items must be supplied and details confirmed by applicant. | | | Staff Use Only |
|---|--|-----------------------|----------------|
| Required | Details | Supplied by applicant | Accepted |
| Detailed plan showing the proposed location of donation bins on the lot and a list of donation bin addresses | <ul style="list-style-type: none"> Provide JPEG identifying where on the property donation bins will be located relevant to surrounding buildings or structures on the lot | | |
| | <ul style="list-style-type: none"> Provide list of donation bin locations including the address or Parcel ID # for each bin | | |
| Certificate of insurance to provide \$2,000,000 general liability insurance and naming the City as an additional insured | <ul style="list-style-type: none"> In a form and on terms acceptable to the Director of Legal Services. <p>* Note: Legal Services will review once complete application is submitted.</p> | | |
| A release and indemnity by the applicant in favour of the City | <ul style="list-style-type: none"> In a form and on terms acceptable to the Director of Legal Services. <p>* Note: Legal Services will review once complete application is submitted.</p> | | |
| Certification from a Professional Engineer, registered or licensed to practice in BC, that the construction, design and operation of the donation bin is safe | <ul style="list-style-type: none"> Document with signed and dated seal (round seal stamp) from a Professional Engineer registered or licensed to practice in BC EGBC member number | | |
| Proof of Organization's Status <input type="checkbox"/> Registered Charity <input type="checkbox"/> Not-for-profit corporation <input type="checkbox"/> For-profit corporation | <ul style="list-style-type: none"> Provide proof of such status, including: <ul style="list-style-type: none"> <input type="checkbox"/> Registered Charity provide charitable registration number <input type="checkbox"/> Not-for-profit corporation provide BC Corporation/Society or BC Extra Provincial Company/Society Registration Number <input type="checkbox"/> For-profit corporation provide BC Corporation/Society or BC Extra Provincial Company/Society Registration Number | | |
| If applicable, proof of any agreements with a registered charity, society or other organization that relate to revenue sharing or the operation of the donation bin | <ul style="list-style-type: none"> If applicable, provide contact information (address, phone and contact person) of any registered charity, society or other organization <p>*Note: applicant is not allowed to display the name or logo of a registered charity, society or other organization on clothing donation bin unless the registered charity, society or other organization has been identified in the licence application.</p> | | |