



Transportation Services
Street Permits, Street Furniture
 433 Eastern Avenue, Block B, 2nd Floor, Toronto, Ont. M4M 1B7
 Tel: 416-392-5341 Email: camilla.lamothe@toronto.ca

APPLICATION FORM FOR PUBLICATION DISPENSING BOXES	Date:	
	RACS No: (For official use)	

Name of Publication (Please attach a copy of publication)

Name of Publication Company	Name of Contact Person & Position in Company
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Mailing Address and City/Town	Email Address:
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Postal Code	Telephone Numbers: 1) Business:	Fax No:
	2) Mobile/Home:	

Box Dimensions (please attach Drawings)	Length (maximum 0.6m)	Width (maximum 0.6m)	Height (maximum 1.3m)
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Location(s) Requested -
Please complete the “Proposed Locations” portion of this workbook and attach it to your application.

In order to process your application, please submit the following:

- The 2026 non-refundable administrative fee of \$114.14 + \$14.84 (13 %HST) = \$128.98 **per publication dispensing box** by cheque or money order payable to the Treasurer City of Toronto;
- Two (2) coloured drawings & photographs of the proposed installation, clearly showing height, width and depth dimensions; and
- Two (2) separate written confirmations from (1) print source and (2) publication company verifying recycled fibre content of paper used for each publication. Council mandate specifies 40% minimum.

Upon approval of your application, it will be necessary to:

- Pay the 2026 annual license fee **per box per location** for the publication dispensing boxes - \$44.87 + \$5.83 (13%HST) = \$50.70
For each additional box after 100 boxes - \$179.30 + \$23.30 (13%HST) = \$202.60
- Enter into a legal agreement with the City of Toronto;
- Provide a third-party liability insurance policy satisfactory to the City Treasurer

All fees are subject to an annual increase based on the Consumers Price Index (CPI) plus HST, City of Toronto HST Registration No. 86740 2299 RT0001.

Personal Information on this application is collected under the authority of the Province of Ontario Municipal Act, R.S.O. 1990, c.M.45, and City of Toronto Municipal Code Chapter 743, “Use of Streets and Sidewalks”. It will be used for administrative and enforcement purposes in connection with your application. Your name, the address of the proposed location and name of publication will be treated as public information and may also be included in reports to Community or City Council. Any questions about the collection or use of this information can be addressed to:

Sandro Tersigni, Manager Transportation Street Permits, 433 Eastern Avenue, Block B, 2nd Floor
 Toronto, Ontario, M4M 1B7
 Telephone: 416-392-1507. Email: Sandro.Tersigni@toronto.ca

Application Contact: Camilla Lamothe Address: 433 Eastern Avenue, Block B, 2nd Floor, Toronto, Ont. M4M 1B7 Telephone: 416-392-5341 Email: camilla.lamothe@toronto.ca	Enforcement Contact: Claudio Gonzalez, Supervisor Address: 433 Eastern Avenue, Block B, 2nd Floor, Toronto, Ont. M4M 1B7 Telephone: 416-392-1622 Email: claudio.gonzalez@toronto.ca
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Signature:	Date of Application:
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