



**City of  
Richmond**

**Application for Newspaper  
Distribution Permit**

Community Bylaws  
6911 No. 3 Road, Richmond, BC V6Y 2C1  
communitybylaws@richmond.ca

[www.richmond.ca](http://www.richmond.ca)

I, \_\_\_\_\_ of the vendor noted below make  
Agent (print name)  
application for approval of the distribution of newspapers. I certify that the information on this form and the questionnaire (on reverse) are correct and understand that any approval may be withdrawn or cancelled if the information is inaccurate or changes without proper notice.

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Billing Address:** \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

<b>Required Attachments for Processing – For Staff Use Only</b>	
Fee	<input type="checkbox"/>
Copy of valid current Business Licence	<input type="checkbox"/>
Copy of Certificate of Insurance	<input type="checkbox"/>
Release of Indemnity	<input type="checkbox"/>

***Call 604-276-4345 if you have any questions, or require further assistance.***



**1. Manner of Distribution – 2020 Newspaper Distribution Regulation Bylaw 7954 Fees per location:**

- Agent – Paid Newspaper (\$291)
- Agent – Free Newspaper (\$291)
- Newspaper Box – Paid Newspaper (\$87)
- Newspaper Box – Free Newspaper (\$119)
- Multiple Publication News Rack (MPN) – Paid Newspaper (\$176)
- Multiple Publication News Rack (MPN) – Free Newspaper (\$176)

**2. Type of Publication:**     Paid     Free    **Publication Name:** \_\_\_\_\_

**3. Bill To (Vendor Name):** \_\_\_\_\_

**4. Requested Location for Newspaper Distribution:**

**Street Number:** \_\_\_\_\_

**Street Name:** \_\_\_\_\_

**Location Description:** \_\_\_\_\_

Agent     Newspaper Box     MPN    See applicable fees above.

**Requested Location for Newspaper Distribution:**

**Street Number:** \_\_\_\_\_

**Street Name:** \_\_\_\_\_

**Location Description:** \_\_\_\_\_

Agent     Newspaper Box     MPN    See applicable fees above.

**Requested Location for Newspaper Distribution:**

**Street Number:** \_\_\_\_\_

**Street Name:** \_\_\_\_\_

**Location Description:** \_\_\_\_\_

Agent     Newspaper Box     MPN    See applicable fees above.

**Requested Location for Newspaper Distribution:**

**Street Number:** \_\_\_\_\_

**Street Name:** \_\_\_\_\_

**Location Description:** \_\_\_\_\_

Agent     Newspaper Box     MPN    See applicable fees above.

**Requested Location for Newspaper Distribution:**

**Street Number:** \_\_\_\_\_

**Street Name:** \_\_\_\_\_

**Location Description:** \_\_\_\_\_

Agent     Newspaper Box     MPN    See applicable fees above.

**Requested Location for Newspaper Distribution:**

**Street Number:** \_\_\_\_\_

**Street Name:** \_\_\_\_\_

**Location Description:** \_\_\_\_\_

Agent     Newspaper Box     MPN    See applicable fees above.

**Requested Location for Newspaper Distribution:**

**Street Number:** \_\_\_\_\_

**Street Name:** \_\_\_\_\_

**Location Description:** \_\_\_\_\_

Agent     Newspaper Box     MPN    See applicable fees above.

**Requested Location for Newspaper Distribution:**

**Street Number:** \_\_\_\_\_

**Street Name:** \_\_\_\_\_

**Location Description:** \_\_\_\_\_

Agent     Newspaper Box     MPN    See applicable fees above.

**Requested Location for Newspaper Distribution:**

**Street Number:** \_\_\_\_\_

**Street Name:** \_\_\_\_\_

**Location Description:** \_\_\_\_\_

Agent     Newspaper Box     MPN    See applicable fees above.