

Instructions for Beekeeper Permit Application

Please follow these instructions to apply for a Beekeeper Permit. You must provide all of the information requested on the application. Providing false or misleading information is grounds for denial or revocation of permit and removal of hive(s) from the Apiary. You will also need to submit copies of several supporting documents, as indicated in the instructions below. There is no fee for obtaining a beekeeper permit.

Note: If there is no space available in the Apiary when you apply, you will be informed that you have been placed on a waiting list. You may request to be removed from the waiting list at any time.

First Time Application

Apply for a permit for the Hanover Park Community Apiary as follows.

1. Print pages 2 and 3 of this packet.
2. Read the Terms and Conditions of Permit (page 2) and initial next to Line #5, indicating that you have read and understood the Village's Indemnity and Hold Harmless and Release policy.
3. Complete the Beekeeper's Permit Application (page 3) as follows.
 - a. Place a checkmark on the line next to "First Time Application."
 - b. Provide your full legal name, your home address, and your home, work, and cell phone numbers.
 - c. Provide your e-mail address (if you do not have an e-mail address, write "N/A").
 - d. Indicate the number of hives you wish to keep (note that the maximum number of hives allowed is 2).
 - e. Provide your IL apiary registration number (you have 60 days to provide this number—see application).
 - f. Place a checkmark to indicate your level of beekeeping experience, and provide supporting documentation as follows:
 - i. If you are an *experienced beekeeper*, attach a short description of your experience. Helpful information includes the number of years you have been keeping bees, the number of hives you own, the general location of your hives, and so on.
 - ii. If you are *new to beekeeping*, you must take an approved beekeeping course before your permit can be approved. Classes are offered throughout Chicagoland at different times of the year (usually in Fall or Winter). If you are unsure as to whether a particular class is considered "approved" by the Village, contact the Apiary Manager at bees@hpil.org with the relevant details.
4. You must maintain at least \$1,000,000 in public liability insurance (known in the hobby as beekeeper's insurance). Attach a copy of your public liability insurance certificate showing the required coverage for the relevant period (sources of this insurance may be your home insurance provider or your county farm bureau).
5. Provide a copy of your automobile insurance card showing proof of liability coverage.
6. Mail the completed application, including copies of your Driver's License, public liability insurance certificate (beekeeper's insurance), automobile insurance card, and statement of beekeeping experience, to:

Attn: Public Works
Village of Hanover Park
2041 Lake Street
Hanover Park, IL 60133

7. You must first meet with the Apiary Manager to receive your designated spot for your hive(s) *before* you may set up in the Apiary. Contact the Apiary Manager when you are ready to schedule an appointment.

Renewal Application

Print Pages 2 and 3 of this packet and provide the requested information, as follows:

1. Place a checkmark on the line next to "Renewal Application."
2. Fill out the application as above, noting any changes or updates to your personal contact information.
3. Include copies of your liability insurance certificates showing the required coverage for the renewal period.
4. Mail the completed application and the insurance certificate copies to Public Works at the address shown above. **You must submit your renewal by November 30 of each year.**

Terms and Conditions of Permit

The beekeeper (owner) shall:

1. Provide own hives, bees, and equipment. Each owner shall be limited to two hives. Organizations such as educational institutions, Scouts, 4-H, Future Farmers of America, and beekeeping clubs shall be limited to two hives. Permittee must maintain the hives in accordance with State regulations 8 Ill Adm. Code, Title 8, Chapter 1, Subchapter 6, Part 60, Bees and Apiaries. Hives may be placed only in designated spots assigned by the Apiary Manager, and owners must keep all plants trimmed and orderly within three feet of their hive(s).
2. Provide constant and humane upkeep and maintenance of hive(s), and have it or them properly identified.
3. Register hive(s) with the Illinois Department of Agriculture, mark the hive(s) with the Illinois Department of Agriculture Apiary Registration Number, and provide a copy of the registration to the Village. No bees shall be moved into the Village from outside the state of Illinois or outside of the county without a State permit therefore (a copy of which shall be provided to the Village). Live hives that are removed from the Apiary may not return.
4. Demonstrate acceptable beekeeping skills as approved by the Village's inspector.
5. _____ (initial here) The signatory to a permit agrees to save, hold harmless, indemnify and defend the Village, its officials, agents, and employees, from and against all liability, legal action, costs, damages, injury or death, or expenses that may ensue or arise out of or as a result of applicant having bees on Village owned land. The signatory also assumes all risks and loss for whatever reason to applicant, applicant's bees, or equipment concerning applicant's bees, equipment, or applicant being upon Village's premises, and releases and waives any claims or rights against the Village, its officers and agents arising from any reason whatsoever.
6. Obtain and keep current public liability insurance in an amount of at least \$1,000,000, and provide the Village with a copy. Also, provide the Village with a copy of automobile liability insurance.
7. Beekeepers shall take steps to prevent or contain swarming.
8. Understand and acknowledge that the Village is permitting you to use Village property as a non-exclusive licensee, and the Village has the right at its will to cause the removal of the hive(s) and yourself for any reason or no reason. The Village agrees to allow for the proper removal of the hive(s), in accordance with State regulations. Any use not specifically granted by this document requires the Apiary Manager's permission.
9. Understand that the Village may use the Apiary for educational purposes. The owner's hive(s) will not be included in these events without the owner's permission.
10. Idling of personal vehicles is not permitted within the Apiary.
11. Notify the Village within 24 hours of a change in contact addresses and phone numbers and provide same, and agree to respond to the site within 24 hours if there is a problem.
12. The signatory may not access the Village's site without Village permission for which applicant shall phone the Village in advance for each instance. Keys to the Village's site are Village property and must be returned immediately upon request.
13. The Village may cancel the permit or license at any time.
14. Products of the hives (honey, beeswax, etc.) along with any waste shall remain property of the beekeeper.
15. The Village has the right to cause an inspection of the hive at any time. Additionally, the beekeeper will keep a record of hive visits and inspections, and provide a copy to the Village upon demand.
16. No person (other than State or Village appointed inspectors in performance of official duties) shall open, inspect, or otherwise disturb another owner's hives without express written permission from that owner.

Beekeeper Permit Application On Village Owned Land

First Time or Renewal

Attn: Public Works
Village of Hanover Park
2041 Lake Street
Hanover Park, IL 60133

Phone: 630.823.5700
FAX: 630.823.5704

Beekeeping in the Village is prohibited unless located on Village Owned land with a permit from the Village (Municipal Code of Hanover Park, Chapter 14, Section 14-9 (19)).

Is this a first time or renewal application? _____ First Time _____ Renewal (Term: Dec. 1st – Nov. 30th)

Beekeeper's Full Name _____

Beekeeper's Home Address _____

Address of the Apiary 2500 W. Army Trail Rd., Hanover Park, IL 60133

Beekeeper's Contact Phone Numbers and E-mail Address:

Home _____

Work _____

Cell _____

E-mail _____

_____ Number of colonies/hives at the Apiary address or to be located there (**maximum of TWO**)

_____ Illinois Department of Agriculture Apiary Registration Number* (if this is a First Time Application, you must provide this number to the Village within 60 days of establishing your hive(s) in the Apiary)

Are you a new or experienced beekeeper (attach supporting information as per instructions)?

_____ New _____ Experienced

Please complete this application and return it to the address above. Include all supporting documents as per instructions (copies of your Driver's License, public liability insurance certificate [beekeeper's insurance], auto insurance card, and statement of your beekeeping experience). The Village will contact you.

I have read the rules of Terms and Conditions of Permit of the Village of Hanover Park on Page 2 of this form and agree to adhere to them and to all of the terms and conditions. I specifically agree to and have initialed the Indemnity and Hold Harmless and Release (#5 on Page 2) for which I shall be bound upon receiving a permit.

Signature of Beekeeper _____ Date _____

*Download the [Beekeeper Registration Form](#) from the IL Dept. of Agriculture's Bees & Apiaries Program website, at www.agr.state.il.us.programs/bees/