

NON-RESIDENT BUSINESS LICENCE APPLICATION

Licence Number:		Date:	
Business Name:		Open Date:	
Owner Name(s):		Phone:	
		Phone:	
Manager Name:		Phone :	
Email:		Bus Phone:	
Website:			
Business Location:		Mailing Address:	
Business Activities – describe what you do:			
Number of employees (including owner(s)):	Full time:	Part time:	Seasonal:
Invoice Annually?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<p>I/We hereby make application for a licence in accordance with the particulars stated in this application, declare the above statements are true and will comply with each and every obligation contained in all laws and Bylaws now in force or which may hereafter come into force in the Village of Pemberton.</p> <p>The Village reserves the right to suspend or cancel a business licence where the applicant has knowingly provided false information to the Village with regard to the operation, ownership or any other aspect of the business in question.</p> <p>It is understood that the Business Licence fee is payable to the Village at the time of application. Fees for approved Business Licence applications are non-refundable.</p>			
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<i>Name of Applicant</i>	<i>Signature of Applicant</i>	<i>Date</i>	
<p>Personal information you provide on this form is collected pursuant to section 26 of the <i>Freedom of Information and Protection of Privacy Act</i> and will only be used for the purpose of processing the business licence application. Your personal information will not be released except in accordance with the <i>Freedom of Information and Protection of Privacy Act</i>. Questions about the collection of your personal information may be referred to Sheena Fraser, Manager of Corporate & Legislative Services (sfraser@pemberton.ca or 604-894-6135).</p>			

NON-RESIDENT BUSINESS LICENCE APPLICATION REQUIREMENTS

The Business Licence Fee is due upon submission of a completed Business Licence application. Fees are non-refundable once a Business Licence has been issued.

Please note that Business Licence must be renewed annually (see fee schedule below). If you are no longer conducting business within the Village boundaries, the Village must be notified in writing.

Checklist:

Licence Fee (Receipt Attached)	
VCH Approval (if required)	

NON-RESIDENT BUSINESS LICENCE FEE SCHEDULE

Annual Business Licence Fee	\$150.00
Administrative Change Fee:	\$25.00

Business Licence Renewal Penalty:
 Late Business Licence Renewals will be subject to a 100% penalty

VCH PERMITTING

The following types of businesses will require Vancouver Coastal Health (VCH) approval:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Food stores • Food processors • Restaurants • Food Carts • Pools and Hot Tubs • Spas • Flotation Tanks (sensory-deprivation) • Massage • Hair cutting | <ul style="list-style-type: none"> • Esthetics – including nail treatments, makeup, waxing, permanent makeup, foot baths etc. • Body contouring – ultrasonic and microneedling • Hair Removal • Tattooing • Piercing • Animal slaughter for public sale (abattoirs) • Temporary Food Events |
|---|--|

For further information on health approvals, please contact VCH directly.

MUNICIPAL BUSINESS LICENCE APPLICATION For Office Use Only

Name of Business: _____

Application Fee Received: _____

**Attach copy of Receipt*

Received By

Received On

Department Head	<input checked="" type="checkbox"/> Report or N/A	SIGNATURE	DATE
Planning	<input type="checkbox"/>		
Building Inspector	<input type="checkbox"/>		
Fire Inspector	<input type="checkbox"/>		
Public Works Dept	<input type="checkbox"/>		
VCH	<input type="checkbox"/>		
Utilities Check	<input type="checkbox"/>		

NOTES:

Authorized for Issuance:

Manager, Corporate & Legislative Services Name

Signature

Date

FOR OFFICE USE ONLY

Business License Issued

Issued by

Issued on

Fee Refunded (if applicable)

Refunded

Refunded on

FORM E - Business Service Listing (if applicable) *by* forwarded to Communications coordinator



MUNICIPAL BUSINESS LICENCE APPLICATION – FORM E

Business Service Listing

Thank you for your Business Licence Application. One of the added benefits to your Business Licence is a listing in the Village’s public online Business Directory.

Take your time when completing this form as the information below will appear on online Business Directory **exactly** as provided.

Business Name: _____

Address: _____ Phone: _____

_____ Mobile: _____

_____ Fax: _____

Website: _____ Email: _____

CATEGORY (Circle up to four):

- Accommodations Accounting Adventure, Recreation & Tours Animal Services & Supplies
 Auto & Towing Building & Construction Childcare Cleaning Computers
 Consulting Counselling Communications & Marketing Dining Garden & Landscape
 General Contractor Health & Fitness I.T. Medical & Dental Merchants & Retail
 Real Estate & Property Management Recycling Services Storage Trade Contractor
 Other: _____

BRIEF DESCRIPTION:

By signing below I acknowledge that the information provided on this form will be published on a public website:

_____, 20____
Name of Applicant *Signature of Applicant* *Date*

Position with Company: _____

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Date Entered on Website: _____ By: _____