

## COMMUNITY EVENT BUSINESS LICENCE APPLICATION

<b>Licence Number: OFFICE USE ONLY</b>				<b>Date:</b>		
Business Name:				Event Dates:		
Owner Name(s):				Phone:		
				Phone:		
				Phone:		
Manager Name:				Phone :		
Email:				Bus Phone:		
Website:						
Event Name & Location:				Mailing Address:		
Business Activities – describe what you do:						
Number of employees attending (including owner(s)):						
<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>						
Name of Applicant		Signature of Applicant		Date		

## COMMUNITY EVENT 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.**

### Checklist:

License Fee Payment	<input type="checkbox"/>	Parking Plan	<input type="checkbox"/>
Application Form	<input type="checkbox"/>	Sign Permit (if applicable)	<input type="checkbox"/>
Written authorization from Village that the event conforms to the Special Event Bylaw	<input type="checkbox"/>	VCH Permit	<input type="checkbox"/>

### VCH PERMITTING IS REQUIRED FOR:

- Food stores, food processors, temporary food events, restaurants, food carts;
- Pools and Hot Tubs, spas, Flotation Tanks (sensory-deprivation)
- Hair cutting, esthetics – including nail treatments, makeup, waxing, permanent makeup, foot baths etc., body contouring, hair removal, tattooing, piercing;
- Community Care Facilities including childcare;
- Animal slaughter for public sale (abbatoirs)

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

### Fee Schedule

Licence Fee	<b>\$150.00</b>
Auxiliary Business Licence	<b>\$50.00</b>
Administrative Fee (for changes made to business licence account such as change of name or change of address)	<b>\$25.00</b>
Reinspection Fees as per Fire Prevention Bylaw No. 744, 2013, and Building Bylaw 867, 2019	

Name of Business: \_\_\_\_\_ Licence Type: \_\_\_\_\_

Application Fee Received: \_\_\_\_\_

*\*Attach copy of Receipt*

*Received By*

*Received On*

Department	 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

Auxiliary to another business: <input type="checkbox"/> YES <input type="checkbox"/> NO

Authorized for Issuance:

\_\_\_\_\_  
Manager, Corporate & Legislative Services, Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR FINANCE USE ONLY**

☐ Business License Issued

*Issued by*

*Issued on*

☐ Fee Refunded (if applicable)

*Refunded*

*Refunded on*