



Box 100 | 7400 Prospect Street
 Pemberton BC V0N 2L0
 P: 604.894.6135 | F: 604.894.6136
 Email: admin@pemberton.ca
 Website: www.pemberton.ca

COMMUNITY EVENT BUSINESS LICENCE APPLICATION

Licence Number: OFFICE USE ONLY		Date:	
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>			
<i>Name of Applicant</i>		<i>Signature of Applicant</i>	
		<i>Date</i>	

Personal information you provide on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* 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 *Freedom of Information and Protection of Privacy Act*. 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).

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



For Office Use Only

Name of Business: _____ Licence Type: _____

Application Fee Received: _____

**Attach copy of Receipt*

Received By

Received On

Department	<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

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