



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

SPECIAL EVENT BUSINESS LICENCE APPLICATION

Licence Number:				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>							
						, 20	
<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>							

SPECIAL 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:

Sign Plan	
Parking Plan	
Park Use Permit (if required)	
Licence Fee (Receipt Attached)	
VCH Approval (if required)	

VCH PERMITTING

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

- Food stores
- Food processors
- Restaurants
- Food Carts
- Pools and Hot Tubs
- Spas
- Flotation Tanks (sensory-deprivation)
- Massage
- Hair cutting
- 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.

SPECIAL EVENT BUSINESS LICENCE FEE SCHEDULE

Business Licence Fee	\$100.00
Fire and/or Building Inspection (if applicable) Minimum Fee	\$50.00
Administrative Change Fee:	\$25.00

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