

NON-RESIDENT APPLICATION

BUSINESS LICENCE APPLICATION NO.:	
FILE NO.:	

Businesses operating in Nanaimo are required to have a valid business licence. The information requested in this application is necessary to fully evaluate your request for a business licence. **Completion of this form does not guarantee approval of a business licence. Business shall not commence prior to a licence being issued.**

- Licence fees apply to a calendar year January 1st to December 31st
- Most licence fees are pro-rated quarterly in the first year of business for new business only.
- If the licence is approved, licence fees are not refundable.

Application Date: _____ **Type:** New Change of Address Change of Owner
Renewal Required for Following Year: Yes No

BUSINESS NAME:	
BUSINESS ADDRESS:	
CITY:	POSTAL CODE:
BUSINESS PHONE:	BUSINESS FAX:
BUSINESS EMAIL:	URL:

REGISTERED OWNER(s) (please print)	
HOME PHONE:	CELL:
MAILING ADDRESS: (if different from business address)	
CITY:	POSTAL CODE:
EMERGENCY CONTACT:	
Name:	Phone:
Name:	Phone:

BUSINESS DESCRIPTON: (Please provide a detailed description of the business)	
Trade Qualification Number (if applicable)	

NUMBER OF PEOPLE WORKING IN THE BUSINESS: - (Including owners)		
Full time: _____	Part Time: _____	Seasonal: _____

APPLICANT'S ACKNOWLEDMENT
I, _____ hereby make application for a licence in accordance with the particulars as stated in this application, and declare the information in the application to be true and correct. I undertake to supply to the Deputy Licence Inspector all documents, paper or certificates both requested by this division and required by other Federal, Provincial or Local Government Act and Regulations. I undertake to comply with all Bylaws of the City of Nanaimo and all other laws now in force or which may hereafter come into force. I also understand, payment of the business licence fee in advance does not guarantee approval of the licence and <i>I cannot commence business until such time as a business licence has been approved and issued.</i>
Signature: _____ Date: _____

PLEASE ENCLOSE PAYMENT WITH APPLICATION – (Please complete reverse)

ECONOMIC DEVELOPMENT SECTION

The Economic Development Office collects data about the local economy. The information that you provide is summarized and analyzed by the Economic Development Office to measure trends in the local economy.

<p>OWNERSHIP STRUCTURE: (check one only)</p> <ul style="list-style-type: none"> <input type="radio"/> 1. Proprietorship (single owner, not incorporated) <input type="radio"/> 2. Partnership (multiple owners, not incorporated) <input type="radio"/> 3. Limited Company (incorporated) <input type="radio"/> 4. Other _____ <p>YEARS IN BUSINESS:</p> <p>What year was the business established in Nanaimo?</p> <p>_____</p>	<p>PRINCIPAL MARKETS</p> <p>What are the current principal markets for your products/services? (check all that apply)</p> <ul style="list-style-type: none"> <input type="radio"/> Local – Nanaimo area <input type="radio"/> Regional – Vancouver Island <input type="radio"/> Provincial <input type="radio"/> National <input type="radio"/> International
<p>TYPE OF BUSINESS: (check one only)</p> <ul style="list-style-type: none"> <input type="radio"/> 1. Locally owned and operated (independent) <input type="radio"/> 2. Franchise <input type="radio"/> 3. Branch (head office outside Nanaimo) <input type="radio"/> 4. Other: _____ <input type="radio"/> 5. Business not located in Nanaimo. 	

FOR OFFICE USE ONLY

Business Licence No.		Class Code:
Annual Fee		SIC Code:
Fee Paid:	<input type="checkbox"/> Chq <input type="checkbox"/> Cash <input type="checkbox"/> Debit	Date Paid:
APPROVALS: <input type="checkbox"/> Building <input type="checkbox"/> Fire <input type="checkbox"/> Planning <input type="checkbox"/> Health <input type="checkbox"/> RCMP <input type="checkbox"/> Other:		
RESTRICTIONS:		

APPROVAL DATE:	SIGNATURE OF BUSINESS LICENCE INSPECTOR:	

"Personal information you provide on this form is collected under the authority of the *Community Charter* and the *Business Licence Bylaw*. Your business name, civic address and business telephone number may be released in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection or release of your personal information may be referred to the Freedom of Information Coordinator, City Hall, 455 Wallace Street, V9R 5J6, (250) 755-4489."

BUSINESS OFFICE NOW LOCATED AT 238 FRANKLYN STREET IN THE CITY HALL ANNEX

MAILING ADDRESS:

City of Nanaimo, Business Licence Department, 455 Wallace Street, Nanaimo, BC V9R 5J6
 Telephone: (250)755-4482 Fax: (250)755-4512 e-mail: business.licence@nanaimo.ca