

BUSINESS LICENCE 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.**

- 1.) Licence fees apply to a calendar year Jan 1st to Dec 31st.
- 2.) **Most licence fees are pro-rated quarterly in the first year of business for new businesses only.**
- 3.) If the licence is approved, licence fees are not refundable.

Opening Date: _____ **Type:** New Change of Address Out of Town Change of Owner

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: _____

What was the previous use of Business Premises: _____

Are Renovations Planned? _____ A Building Permit may be required if there is a change of use on the property or if you are making tenant improvements. Please be aware that a change of tenant may require upgrading of the building as well as the tenant space. **Call 250-755-4429 for further information.**

No. of parking spaces (copy of plan preferable)	No. of seats (if a restaurant)
Total square footage of business premises	No. of rental units (if a property rental business)

I am aware of Bylaw 5442, which regulates the hours of business between 6:00 a.m. and 11:00 p.m. for retail businesses within a specified area (see Bylaw 5442 for further details).

APPLICANT'S ACKNOWLEDGEMENT

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 cannot commence business until such time as a business licence has been approved and issued.**

Signature: _____ **Date:** _____

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>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
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<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. 	<p>BUSINESS PREMISES:</p> <p>Do you lease/rent or own your business premises?</p> <ul style="list-style-type: none"> <input type="radio"/> 1. Lease/Rent <input type="radio"/> 2. Own
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MUNICIPAL DECALS: Any vehicle used for business purposes in Nanaimo is required to display a valid municipal decal. Vehicle registration or a photo copy must be presented to the City of Nanaimo by the end of February of each year. To obtain a decal or for further information contact the Finance Department at 250-755-4415. Note:*A municipal decal is required to be displayed on all business vehicles stopping, standing or parking at any designated: Loading Zone” on any highway within the City of 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: Building Fire Planning Health RCMP Other:

RESTRICTIONS:

APPROVAL DATE:	SIGNATURE OF BUSINESS LICENCE INSPECTOR:
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"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