



BUSINESS LICENCE APPLICATION FOR SPECIAL EVENTS & TEMPORARY RETAIL

APPLICATION NO.: _____

BUSINESS NAME: _____	
LICENCEE NAME: _____	
MAILING ADDRESS: _____	
BUSINESS PHONE: _____	HOME PHONE/ CELL: _____
E-MAIL: _____	FAX: _____
TYPE OF EVENT: _____	
LOCATION: _____	
DATE AND HOURS OF OPERATION: _____	

NOTICE TO OPERATORS ON PUBLIC PROPERTY

- All applicants of a group licence for any Special Event, Flea Market, Trade Show, or Craft Fair which include the operating of food services shall ensure all vendors and concessionaires at their event have the Ministry of Health approval required before operating.
- All applicants shall ensure all comprehensive public liability insurance required by any agreement with the City is in force and kept in force pursuant to the requirements of any such agreement.

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 _____

OFFICE USE ONLY

Fee Paid:	Date Paid:	Class Code:	
		SIC Code:	
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