TEMPORARY
BUSINESS LICENCE APPLICATION

LICENCE TYPE: Carnival or circus ☐ Craft fair or Flea Market ☐ Special event or Trade show ☐ Temporary ☐

PART 1. CONTACT INFORMATION (Complete all fields)	
LICENCEE NAME:	
MAILING ADDRESS:	
PHONE NO.:	**PHONE NO.:**
EMAIL ADDRESS:	

PART 2. EVENT DETAILS	
EVENT NAME:	
DESCRIPTION:	
LOCATION:	
Date of event:	**Hours of operation:**
Date of event:	**Hours of operation:**
Date of event:	**Hours of operation:**

PART 5. APPLICANT'S ACKNOWLEDGEMENT

I, _____ hereby make application for a licence in accordance with the particulars as stated in this application and declare that the information in the application to be true and correct. I undertake to supply the Licence Inspector all documents, paper or certificates both requested by this office or required by federal, provincial or local government acts 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 a business licence has been issued.***

Signature:_____ Date:_____

Personal information provided on this form is collected under the authority of the *Community Charter*, *Freedom of Information and Protection of Privacy Act* and the *Business Licence Bylaw.* Your business name, address, telephone number, email and website address 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, at 250-755-4405.

BUSINESS OFFICE: Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC
MAILING ADDRESS: City of Nanaimo, Business Licence Section, 455 Wallace Street, Nanaimo, BC V9R 5J6
Telephone: 250-755-4482
E-mail: business.licence@nanaimo.ca

APPROVAL DATE	BUSINESS LICENCE INSPECTOR