



**BUSINESS LICENCE APPLICATION**

Date \_\_\_\_\_

**Applicant Information**

1. Location of Business \_\_\_\_\_
2. Licencee \_\_\_\_\_
3. Opening Date \_\_\_\_\_ Days/Hours of Operation \_\_\_\_\_
4. Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ Postal Code \_\_\_\_\_
5. Tel Number Bus \_\_\_\_\_ Emerg \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_
6. Email \_\_\_\_\_
7. Contact Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_
8. Trade Name \_\_\_\_\_
9. Organization Type  Sole Proprietor  Partnership  Company  Not For Profit
10. Type of Business (description) \_\_\_\_\_
11. Class Description \_\_\_\_\_ Units \_\_\_\_\_ # of Empl's \_\_\_\_\_
12. Certification #s (if applicable) \_\_\_\_\_
13. Conditions \_\_\_\_\_  
**Home Based Business:** No stock, storage or non-residing employees permitted \_\_\_\_\_  
 (Initial or sign here)
14. Are you relocating a current business in Burnaby? \_\_\_\_\_ Account Number \_\_\_\_\_

I/We hereby apply for a licence in accordance with the particulars as stated above and declare they are true and correct. I/We undertake that if granted the licence applied for, I/We will comply with all laws and Burnaby City Bylaws currently in force, or which hereafter come into force.

**NOTE:** Business Licences are public records and are available in various additional publications on the City website and/or in hard/soft copy format. All information on this form is collected under the authority of the Community Charter, Division 9. Personal information collected is protected pursuant to the **Freedom of Information and Protection of Privacy Act**.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**Transfer of Business Licence to be signed by the previous licensee**

I hereby agree to transfer (subject to the approval of the Licence Office) the Business Licence for

Previous Licensee \_\_\_\_\_

Business Licence Acct # \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

AMOUNT ENCLOSED \$
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**Please Note: Application is subject to a non-refundable fee as specified in Bylaw #13809**

OFFICE USE ONLY					
Zone	_____			ACCOUNT NO.	_____
BY-LAW NO.	_____	<b>FEES</b>			
BUILDING	<input type="checkbox"/> RCMP <input type="checkbox"/>	LICENCE	_____	<input type="checkbox"/> NEW	<input type="checkbox"/> NAME CHANGE
FIRE	<input type="checkbox"/> PPA <input type="checkbox"/>	APPLICATION	_____	<input type="checkbox"/> TRANSFER	
CA&E	<input type="checkbox"/> PUC <input type="checkbox"/>	TRANSFER	_____		
FHA	<input type="checkbox"/> OTHER <input type="checkbox"/>	<b>TOTAL DUE</b>	_____	<b>RECEIVED BY</b>	_____