



## Business Licence Application Form

☐ New Business Licence      ☐ Change to existing Business Licence

Application Date: \_\_\_\_\_

Do you want your Business Licence to automatically renew annually?

Yes ☐ No ☐ , if "No", reapplication yearly will be required.

### Business Details

Incorporated or Limited Company Name: \_\_\_\_\_

'Doing Business As' Name: \_\_\_\_\_

Business Civic Address (mailing below): \_\_\_\_\_

City: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Website: www. \_\_\_\_\_

Business Email: \_\_\_\_\_

Company Registration (Business and/or GST Number): \_\_\_\_\_

Mailing Address (leave blank if the same as civic): \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Business Owner/Manager Details

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Type of Business (please describe in detail what products and/or services your business provides):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **For Regulated Trades only:**

Trade Qualifications Certificate No.: \_\_\_\_\_ ☐ copy attached

**Complete either A, B or C below:**

A. B&B & Short-Term Rental Complete Supplementary Application Form. ☐ form attached

**B. Business Premises – Home Occupation**

If this is a residential location, registered property owner approval required. ☐ form attached

Are renovations planned? ☐ No ☐ Yes; Building Permit Number: \_\_\_\_\_

Will there be any signs installed or altered? ☐ No ☐ Yes; max sign size 0.28 m<sup>2</sup> (3 ft<sup>2</sup>)

Will customers come to your home? ☐ No ☐ Yes; expected customers per day?: \_\_\_\_\_

Any other accessory uses on the property (ex. suite, STR, B&B): \_\_\_\_\_

**C. Business Premises - Commercial**

Property Owner's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Are renovations planned? ☐ No ☐ Yes; Building Permit Number: \_\_\_\_\_

Will liquor be served in the premises? ☐ No ☐ Yes;

Will food be served in the premises? ☐ No ☐ Yes; Interior Health Permit or email ☐ copy attached

Will there be any signs installed or altered? ☐ No ☐ Yes; Describe: \_\_\_\_\_

\*For Food & Liquor Premises, provide a floorplan showing table and seating layout.

I/We \_\_\_\_\_ hereby make application for a licence in accordance with the particulars as above stated and declare the above statements are true and correct and I undertake that if I am granted the licence applied for, I will comply with each and every obligation contained in all the laws and bylaws now in force or which may hereafter come into force in the Town of Golden, British Columbia.

Personal Information is collected by the Town of Golden for the purposes of processing your business license application, updating our business directory, and potential education and enforcement. Business licenses are public records and may be available in various additional publications on the Town website and in hard or soft copy format. The Town of Golden is collecting this information under s.26 (c) of the Freedom of Information and Protection of Privacy Act and the Community Charter, Division 9. For questions regarding the collection of personal information, please contact Business Licences at [BI@golden.ca](mailto:BI@golden.ca) or 250-344-2271.

\*Signature of Applicant: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**OFFICE USE ONLY**

Admin check:		Planning check:	
BL number:		Zone:	
Category code:		Fire inspection:	
Section licence:		Approved by license inspector:	
Fee code:		Date approved:	
Condition code(s):		Utilities notified:	

Comments/conditions of licence: