

BUSINESS LICENCE TRANSFER AUTHORIZATION

for General Business Licence

Business licence(s) are ONLY eligible for transfer once per calendar year for the same business address and business type, for the transfer fee as set out in Schedule A of Licence By-law No. 4450.
All previously paid licence fees are non-refundable.

This authorization form is required IN ADDITION to submitting a completed Long Term Rental Application form for all business licence transfers (see page 2).

Licence Year: _____ Licence Numbers(s) to be transferred _____

Subject to the approval of the Licence Office, I _____
(Current Licence Holder/Business Owner Name)

hereby agree to transfer the business licence(s) listed above, and all my rights and interest in the business located

at _____
(Business Address)

to _____
(New Licence Holder/Business Owner Name: Sole Proprietor, Partnership or BC Incorporated Company)

effective: _____
(Date of Transfer)

Signature of current licence holder(s)

Print Name

Date

_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: For sole proprietorships and general partnerships, a signature is required from each owner.
For BC Incorporations, a signature is required from 1 Director/Owner of the Company.

BUSINESS LICENCE GENERAL APPLICATION

DATE: _____

PART 1: COMPANY INFORMATION - Complete ALL fields.

LEGAL ENTITY TYPE: Sole Proprietor Partnership BC Corporation/Society Extra Provincial Company/Society Other			
LIST EACH Sole Proprietor / Partner's names below. For BC Corporation/Society or Extra Provincial Company/Society, list ONE (1) Director/Owner name.			
1.	Business Phone #:	Home Phone #:	Cellular #:
2.	Business Phone #:	Home Phone #:	Cellular #:
BC Corporation/Society or BC Extra Provincial Company/Society Name: <i>(If applicable)</i>		BC Corporation/Society or BC Extra Provincial Company/Society Registration No:	
Trade Name/Doing Business As: <i>(If applicable)</i>		Business Licence Start Date: <input type="checkbox"/> Immediately <input type="checkbox"/> Other:	

REQUIRED: Describe in detail the nature of your business and the intended use of the premise. (Both primary and secondary uses). Attach additional sheet(s) if more space is needed.

PART 2: BUSINESS LOCATION INFORMATION - Complete ALL fields.

Business Location Address: <i>(Vancouver PO Box not permitted)</i>	Business Location Type: <input type="checkbox"/> Vancouver Commercial/Industrial Premise <input type="checkbox"/> Vancouver Home Based /Residential Premise <input type="checkbox"/> Owner of the property <input type="checkbox"/> Tenant of the property <input type="checkbox"/> Out of Town
Business Mailing Address: <i>(ONLY IF different than business address)</i>	Business Email Address:
I prefer my annual business licence renewal be sent: <input type="checkbox"/> By Mail OR <input type="checkbox"/> By E-mail	

PART 3: CONDITIONS OF A HOME BASED BUSINESS - Applicable to Vancouver Home Based Business Locations ONLY.

N/A - Out of Town or Vancouver Commercial/Industrial Premise

****Home-based business** is a business, trade, profession, or occupation operated from a home. The business is conducted as an accessory use subordinate to the principal residential use of a dwelling unit and must only be conducted within the principal building on the site.

1. The home-based business is operated by a resident(s) of the home.
2. No more than 33.3% of the total gross floor area of the home or 46 m² (whichever is the lesser) is used for any home-based business, regardless of the number of businesses operating out of the home.
3. No more than 3 customers are permitted in the home at any time, regardless of the number of businesses operating out of the home.
4. Customers are permitted by appointment only, between 8 am to 8 pm on weekdays, and between 10 am to 8 pm on weekends/holidays.
5. No more than two (2) non-resident employees are involved in any home-based business in the home at one time, regardless of the number of businesses operating out of the home.
6. If an identification sign for a business is displayed at a residence, it must meet the definition of an 'identification sign' in Sign By-law No. 11879 Section 6(12).
7. Except for signage, there should be nothing else to indicate from the exterior of the home that it is being used for any purpose other than its principal and approved residential use.
8. The home-based business is carried out entirely within the dwelling, except products and materials related to a home-based business are permitted to be stored in an accessory building or garage.
9. No offensive noise, odour, light, vibration, smoke, heat or other objectionable effect shall be produced.
10. If I am not the owner of the dwelling unit, I have discussed and received permission to operate the home-based business from the property owner/manager.

I do not require a space in a commercial building to carry on this business and choose to use my place of residence as my business address.

**The information provided may be shared in accordance with the Freedom of Information Act.
I understand and agree to the above noted terms, regulations and conditions.**

****BUSINESS OWNER/RESIDENT SIGNATURE:** _____

Provide information for your Vancouver business location:

_____ Total # of regular & part-time employees (including business owner) at business location

_____ Total # of company &/or employee vehicles at business location

_____ Total square footage of business location

Provide information for your Vancouver commercial/industrial premise location: (If applicable)

_____ Occupancy date of commercial/industrial business location

YES NO Are you sharing space with another company at the commercial/industrial business location?

YES NO Will you be/have you performed any structural alterations to the commercial/industrial business location?

_____ Building/development permit No.(s) Occupancy permit no. _____

_____ Total # of coin operated vending machines Total # of bank/ATM machines _____ **Cryptocurrency - see Part 5

Restaurants: Total # interior seats: _____ Total # of exterior seats: _____ Liquor Service: YES NO Licence No# _____

Do you have a program in place to separate and recycle the following items: (*check only if your business does not generate this type of material)

-Compostable organics - food scraps, yard trimmings, clean wood waste YES NO DON'T CREATE* UNKNOWN

-Recycling - paper, cardboard, glass/plastic/metal containers YES NO DON'T CREATE* UNKNOWN

PART 4: APPLICANT STATEMENT

I/We the undersigned confirm as the business owner(s)/agent for the owner(s) that the above noted information is correct and agree to comply with ALL relevant provisions of the Licence By-law No. 4450 and other applicable City By-laws. It is also understood that the business owner(s)' is/are responsible for the overall management of the business including staff while representing the owner(s)' business. Further, failure to meet these obligations may result in the business licence being suspended or reported to City Council for possible revocation. The information provided may be shared in accordance with the Freedom of Information Act.

Business Owner/ Director Signature #1:

Print Name:	Signature:	Date:
-------------	------------	-------

Business Owner/ Director Signature #2:

Print Name:	Signature:	Date:
-------------	------------	-------

Business Owner/ Director Signature #3:

Print Name:	Signature:	Date:
-------------	------------	-------

Representative Signature: Letter of Authorization from 1 Owner/Director will be required in the absence of Owner/Director signature above.

Print Name:	Signature:	Contact Phone #:	Date:
-------------	------------	------------------	-------

PART 5: APPLICATION REQUIREMENTS - To avoid delays in processing, submit the following items with your application:

<input type="checkbox"/> \$74.00 non-refundable application fee. (Mandatory) If you are mailing in your application, please include a cheque payable to The City of Vancouver with your application.	An additional pro-rated licence fee is required upon licence approval as per Schedule "A" of Licence By Law No 4450.
<input type="checkbox"/> 1 piece of valid government issued photo identification (Mandatory) for Business Owner(s).	Sole Proprietor/General Partnership: Required for EACH OWNER. BC Corporation/Society & Extra Provincial Company/Society: Required for 1 OWNER/DIRECTOR ONLY.
<input type="checkbox"/> Letter of Authorization for Representative and Representative's government issued photo identification. (If applicable)	A document signed by the Owner/Director of the company which authorizes a representative to apply on their behalf in the absence of the Owner's/Director's signature above.
<input type="checkbox"/> Copy of BC Corporation/Society Company Summary and Notice of Articles (Mandatory for registered companies)	Required for all BC Corporations/Societies & Extra Provincially registered Companies/Societies.
<input type="checkbox"/> Copy of BC Registration Statement for Extra Provincial Company/Society & foreign jurisdiction's company registration documents listing all Owners/Directors of the company.	*NOTE: Any foreign entity, including federal and foreign corporations must register as an extra provincial company with BC Registry Services.
<input type="checkbox"/> Business Licence Transfer Authorization Form. (If applicable)	Required in addition to the General Business Licence Application form to transfer a valid business licence. Licence transfers are permitted once (1) per calendar year.
<input type="checkbox"/> Police Information Check (PIC). (If applicable)	Police Information Check (PIC) may be required pending licence review. Original PIC required from <u>Vancouver Police Department</u> .
<input type="checkbox"/> Cryptocurrency ATM: I declare that my virtual currency bank/ATM machine is compliant with FINTRAC regulations. Director Signature: _____	All virtual currency platforms, including cryptocurrency ATMs have been classified as money services business (MSBs) by FINTRAC and require registration with the Federal agency.

LICENCE DEPARTMENT USE ONLY

APPROVALS REQUIRED: ZONING BUILDING POLICE HEALTH CLI OTHER: _____

CLASSIFICATION(S): 1. _____ Licence Number: _____

2. _____ Licence Number: _____