

BUSINESS LICENCE CHANGE OF INFORMATION

DATE: _____

PART 1: EXISTING LICENCE INFORMATION - Complete ALL fields.			
Business Licence No.(s):	Business Name on Existing Licence: (Sole Proprietor, Partnership, or BC Incorporated Company Name)		
Business Address on Existing Licence:			
PART 2: NEW COMPANY INFORMATION - Provide NEW information ONLY.			
<input type="checkbox"/> NEW Business Name: (Sole Proprietor, Partnership, or BC Incorporated Company Name)		BC Corporation/Society or Extra Provincial Company/Society Registration No.:	
		_____ Copies of BC Registration Documents Required for your record	
<input type="checkbox"/> NEW Trade Name/Doing Business As:			
<input type="checkbox"/> NEW Business Type:		<input type="checkbox"/> NEW Mailing Address:	
Business Phone No.: (required)	Business Email Address:	I prefer my annual business licence renewal be sent: <input type="checkbox"/> By Mail <input type="checkbox"/> By E-mail	
PART 3: CONDITIONS OF A HOME BASED BUSINESS—Applicable to Vancouver Home Based Business Locations ONLY			
<input type="checkbox"/> N/A – Out of Town OR Vancouver Commercial/Industrial Business Location - Proceed to Part 4 of this form.			
<p>**Home-based business means a craft or <u>occupation</u> conducted as an accessory use subordinate to the principal residential use of a dwelling unit (residence), and must only be conducted within the principal building on the site.</p> <ol style="list-style-type: none"> 1. A home-based business allows a portion of the residence to be used for a craft and/or occupation for administration purposes only (mailing and telephone). 2. No clients are permitted to attend the premise at any time. 3. No partnerships and/or employees are permitted to engage in the running of the business from this residence. 4. No person other than one resident member of the family occupying the residence shall be engaged in the home- based business on the premises. 5. No more than three (3) home-based business licenses shall be issued for one residence. 6. Where located in a residential building, there shall be nothing to indicate from the exterior of the dwelling unit or building that it is being used for any purpose other than its principal and approved residential use (no signage permitted). 7. No products or materials shall be sold from or within the residence. 8. No products, materials, or equipment shall be stored outside of the residence, or any accessory building on the property. 9. No offensive noise, odor, vibration, smoke, heat or other objectionable effect shall be produced. <p>I do <u>not</u> require a space in a commercial building to carry on this business and wish to use my place of residence as my business address. 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</p> <p>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.</p> <p>Business Owner/ Resident Initials: _____</p>			
PART 4: NEW BUSINESS LOCATION INFORMATION – Complete ALL Fields.			
<input type="checkbox"/> NEW Business Name:		BC Corporation/Society or Extra Provincial Company/Society Registration No.:	
(Vancouver P.O. Box not permitted)		_____ Copies of BC Registration Documents Required for your record	
<input type="checkbox"/> NEW Business Address:		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 (proceed to PART 5 of this form)	

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:

N/A–Vancouver Home Based/Residential proceed to PART 3 of this form

_____ 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 _____
_____ Restaurants: Total # interior seats. _____ Total # of exterior seats _____

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 5: 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.

Print Name _____ Signature _____
First Last Owner/Director Representative/Agent

PART 6: PAYMENT OF FEES

Fee(s) will be charged for each licence for the following changes as per Schedule "B" of Licence By-Law No.4450 Please include payment with this document. If payment is not included, an invoice will be sent to you.

\$10.00 Change of Business Name &/or Trade Name/Doing Business As
\$24.00 Change of Business Address
\$10.00 Change of Licence Type

LICENCE DEPARTMENT USE ONLY

APPROVALS REQUIRED: ZONING BUILDING POLICE HEALTH

CLASSIFICATION(S): 1. _____ LICENCE NUMBER: _____
2. _____ LICENCE NUMBER: _____