

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 General 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.



DATE: _____

515 West 10th Avenue, Vancouver, BC V5Z 4A8
Tel: 3-1-1, Outside Vancouver: 604.873.7000
vancouver.ca/contact-licensing
Last Update: December 2024

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:
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Business Owner/ Director Signature #2:

Print Name:	Signature:	Date:
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Business Owner/ Director Signature #3:

Print Name:	Signature:	Date:
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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:
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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) <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.	Required for all BC Corporations/Societies & Extra Provincially registered Companies/Societies. *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: _____