



## BUSINESS LICENCE NAME /ADDRESS CHANGE

The information gathered on this form will be used to administer Municipal bylaws, is collected under the authority of the *Local Government Act* and the Business Licence Bylaw, and may be released to other parties upon request. If you have a business premises, this application must be made to the Municipality in which your premises is located. If you have any questions about this application, please contact 250.245.6414 ext 6210 or bl@ladysmith.ca.

Business Information:			
Name	New:		
	Previous:		
Street Address	New:		
	Previous:		
Mailing Address	New:		Postal Code:
	Previous:		
Business Phone:		Business Fax:	Business Email:
Type of Business: If residential, provide a complete description of what you intend to do, including specifically, where you will be conducting the business and approximately how much square footage the business will occupy.			
Commercial:	Yes    No	Square Footage of area:	If restaurant/café/pub: Number of seats:
Residential:	Yes    No	Approximate Number of Employees:	
Type of Licence:			
Inter- Municipal (includes Duncan, North Cowichan and Lake Cowichan) Inter- Community (see below) Additional \$170.00			
I/We hereby make application for an Inter-Community business licence in accordance with "Town of Ladysmith Inter-Community Business Licence Bylaw 2013, No. 1839". I/We undertake to comply with the Bylaws of the Town of Ladysmith and other municipalities now in force or which may hereafter come into force. I also understand, payment of the Business Licence fee in advance does not guarantee approval of the licence. Not: Licence fees apply to a calendar year January 1 <sup>st</sup> to December 31 <sup>st</sup> and are not refundable.			
Owner/ Manager Contact Information:			
Name (Print):			Phone:
Address:			Postal Code:

I agree that I will comply with all applicable bylaws, statutes and regulations relating to this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY

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

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

Planning Department		
What is the current zoning of the place of business?		
Is the business a permitted <i>Principal</i> / <i>Accessory</i> Use in the Zoning Bylaw?	Yes	No
Does the business meet relevant regulations in the Zoning Bylaw?	Yes	No
Comments:		
Date (YY/MM/DD):	Name of Planner:	Recommended Approval?:

Building Department			
Does the building meet code requirements for this type of business?	Yes	No	N/A
Has the Fire Department been consulted? (Fire Code, FSP, NFPA 96)	Yes	No	N/A
Is a Building Permit required?	Yes	No	N/A
Comments:			
Date (YY/MM/DD):	Name of Building Inspector:	Recommended Approval?:	

The applicant is advised to contact any relevant regulatory authorities, which may include:	
Public Health Inspector and other Healthcare: RCMP: Liquor and Cannabis Regulation Branch: Ministry of Transportation and Transit:	Education and Social Services: WorkSafe BC: Environmental Protection Ministries: Other:

**Questions? We're here to help! Contact : [ds@ladysmith.ca](mailto:ds@ladysmith.ca) or 250.245.6415**

The personal information on this form is collected under the general authority of the Community Charter and Freedom of Information & Protection of Privacy Act (FOIPPA) and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected or for a use consistent with that purpose. If you have any questions about the use and collection of this information, contact the Corporate Officer at 250.245.6417 or [foi@ladysmith.ca](mailto:foi@ladysmith.ca).