



Account No. \_\_\_\_\_

Licence No. \_\_\_\_\_

**BUSINESS LICENCE APPLICATION**

**FINANCIAL AND PROTECTIVE SERVICES DIVISION**

**7030 Trans-Canada Highway, Duncan BC V9L 6A1**

**T 250.746.3101 | F 250.746.3133 | [licencing@northcowichan.ca](mailto:licencing@northcowichan.ca)**

**[www.northcowichan.ca](http://www.northcowichan.ca)**

The information requested in this application is necessary to evaluate your request for a North Cowichan Business Licence. Submission of this form does not guarantee approval of your Business Licence.

***You must not conduct business before you receive a Business Licence.***

**Check all that apply**

**TYPE OF APPLICATION:**     New Business    Change of Owner    Change of Location    Inter-Community★

**TYPE OF BUSINESS:**         Commercial    Home-Based    Industrial    Mobile (*Trades person, contractor etc.*)

★For an additional \$170, you can add an **Inter-Community Business Licence (ICBL)** to your primary **North Cowichan Business Licence**. Qualifying mobile businesses can operate in any of the participating **Vancouver Island municipalities** without requiring a separate Business Licence for each area.

| <b>BUSINESS INFORMATION – Please complete all fields</b>         |      |        |
|--|------|--------|
| Business/Trade Name:   |      |        |
| Business Address/Location: ( <i>Include unit number</i> )        |      |        |
| Mailing Address : ( <i>If different from business location</i> ) |      |        |
| Business Phone:  | Fax: | Email: |

| <b>BUSINESS OWNERS / PARTNERS / DIRECTORS – Business Contact Information</b> |        |        |
|--|--------|--------|
| 1.   | Phone: | Email: |
| 2.   | Phone: | Email: |

| <b>BUSINESS DESCRIPTION - Please provide a complete description of your business operation</b> |
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**Personal information is collected by North Cowichan under the authority of s. 26 (c) of the Freedom of Information and Protection of Privacy Act for the purpose of administering the Business Licence Bylaw. Please direct any questions about this to North Cowichan’s Privacy Officer, 250-746-3116, 7030 Trans-Canada Highway, Duncan, BC, V9L 6A1.**

**BUSINESS PREMISES - Please complete all fields**

Business start date: \_\_\_\_\_ No. of seats (if restaurant or liquor premise): \_\_\_\_\_  
 Total floor area of business premises (ft<sup>2</sup> or m<sup>2</sup>): \_\_\_\_\_ No. of parking spaces on site: \_\_\_\_\_  
 No. of employees? Full time: \_\_\_\_\_ Part time: \_\_\_\_\_ No. of rental units (if rental property business): \_\_\_\_\_  
 No. of children (if a daycare): \_\_\_\_\_ Provincial Day Care No. (if applicable): \_\_\_\_\_  
 If your business is based within your home, are renovations planned?  Yes  No

**ECONOMIC DEVELOPMENT INFORMATION - Please complete all fields that apply**

The economic development section collects important data about our local economy, helping to analyze measurable trends that allow for better land use planning and enabling support for attracting new business.

**What is your business ownership structure (check one):**

- Proprietorship (single owner, not incorporated)
- Partnership (multiple owners, not incorporated)
- Limited company (incorporated)
- Other: \_\_\_\_\_

What year did your business open: \_\_\_\_\_

Do you  Own  Lease / Rent your business premises?

**Type of business (check one):**

- Locally owned and operated (independent)
- Franchise
- Branch (head office outside North Cowichan)
- Business not located in North Cowichan
- Other: \_\_\_\_\_

**What are the current principal markets for the products or services your business provides (check all that apply):**

- Local, North Cowichan only
- Regional, Vancouver Island only
- Provincial
- National
- International

**Does your business require additional licences to operate (check all that apply):**

- Provincial
- Federal
- Other: \_\_\_\_\_

**APPLICANT'S ACKNOWLEDGEMENT**

I, \_\_\_\_\_ hereby make application for a business licence in accordance with the information as stated in this application and declare the information in the application to be true and correct. I undertake to supply the Business Licence Officer all documents, licenses or certificates requested by North Cowichan or required by Federal and Provincial Acts and regulations. I undertake to comply with all applicable bylaws of the District of North Cowichan and all other laws now in force or which may come into force. I also understand payment of the business licence fee in advance does not guarantee approval of the licence and ***I cannot operate my business in North Cowichan until a business licence is issued.***

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_