

Businesses operating in the Municipality of North Cowichan are required to have a valid business licence. The information requested in this application is necessary to fully evaluate your request for a business licence. **Completion of this form does not guarantee approval of a business licence.**

Business should not be commenced prior to a licence being issued.

- Licence fees apply to a calendar year January 1st to December 31st.
- If the licence is approved, licence fees are not refundable.

TYPE OF APPLICATION

Application Date	Type	<input type="checkbox"/> New Business	<input type="checkbox"/> New Owner	<input type="checkbox"/> New Location
	Location	<input type="checkbox"/> Commercial Property	<input type="checkbox"/> Industrial Property	<input type="checkbox"/> Home-based Business

Home Municipality

Note: This licence allows you to do business in 12 municipalities on Vancouver Island without requiring individual business licences. You must obtain a Municipal business licence before applying for an Inter-Community Business Licence. The fee is \$150.00.

BUSINESS INFORMATION

Business Name	Business Telephone	Fax
Owner of Business	Home Telephone	Cell
Address of Business	Postal Code	
Mailing Address (if different than above)	Postal Code	
Email Address		

DESCRIPTION OF BUSINESS

Please provide a complete description of your business operation

Opening Date	Have you had a business licence with North Cowichan before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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BUSINESS PREMISES INFORMATION

What was the previous use of the premises?

Are renovations planned? Yes No *Note: If there is a change in use/structural changes, a Building Permit is required.*

Is a new sign or sign copy being proposed? Yes No *Note: If yes, a Sign Permit Application is required.*

Number of People Working in the Business (including owners)	Full time?		Part time?		Seasonal?	
Number of Parking Spaces	Number of Children <i>if a Daycare</i>					
Total Floor Area of Business Premises (in square feet)	Number of Rental Units <i>if a Property Rental Business</i>					
	Number of Seats <i>if a Restaurant</i>					

APPLICANT'S DECLARATION

I/We hereby make application for a licence in accordance with the particulars as stated in this application, and declare the information in the application to be true and correct. I undertake to comply with all Bylaws of the Municipality of North Cowichan 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.

I/We further understand that I/We cannot commence business until such time as a Business Licence has been approved and issued.

Signature(s)	Print Name(s)	Date
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Personal information is collected by the Municipality of North Cowichan under the authority of section 26 (c) of the Freedom of Information and Protection of Privacy Act and North Cowichan's Business Licence Bylaw for the purpose of administering a business licence. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100; Box 278, 7030 Trans Canada Hwy, Duncan, BC V9L 3X4.

FOR NORTH COWICHAN OFFICE USE ONLY

Business Licence Number		Ind. Class. Code	
Zoning		Annual Fee	
Permitted Use		Category Code	
Parking Complaint? <input type="checkbox"/> Yes <input type="checkbox"/> No		Fee Code	
Business Zoning Complaint? <input type="checkbox"/> Yes <input type="checkbox"/> No		Fee Paid	Date Paid
Building Class		Payment Method <input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Debit	
Building Permit Required? <input type="checkbox"/> Yes <input type="checkbox"/> No		Delivery Method <input type="checkbox"/> Mail <input type="checkbox"/> Pick up <input type="checkbox"/> Other	
Sign Permit Required? <input type="checkbox"/> Yes <input type="checkbox"/> No		Auto Renewal <input type="checkbox"/> Yes <input type="checkbox"/> No	

RESTRICTIONS

APPROVAL

	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature
	Comments	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature
	Comments	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature
	Comments	

DENIAL

Delivery Method <input type="checkbox"/> Mail <input type="checkbox"/> Pick up <input type="checkbox"/> Other	<input type="checkbox"/> Denial Letter Sent	Date
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The information on this form is collected under the authority of the *Local Government Act, Community Charter* and Municipal Bylaws, and will be used to process your application. If you have questions regarding the use of this information, please contact the Corporate Officer at 250.746.3100.