



TOWN OF SIDNEY

2440 Sidney Avenue Sidney BC V8L 1Y7
Phone: 250-656-1725 | Fax: 250-655-4508
Email: developmentservices@sidney.ca



Account # _____

Licence # _____

BUSINESS LICENCE CHANGE OF INFORMATION FORM

Please indicate what information needs to be updated on the Business Licence Account:

Change of Business Name	<input type="checkbox"/>	Relocate Business to New Address:	<input type="checkbox"/>	Change Business Mailing Address:	<input type="checkbox"/>
Change to Contact Information:	<input type="checkbox"/>			_____	<input type="checkbox"/>

Licensee: (means the person(s) or company to whom the Business Licence will be issued to and the address location of the business)

Last Name:		First Name:	
Last Name:		First Name:	
Company Name:			
Business Address:			
Business Address Line 2: (optional)			
City:	Province:	Postal Code:	
Business Phone: (public number)	Cell:	Alternate Phone: (Optional)	
Email Address:			

Trade Name: (the operating name and mailing address of the business)

Current / Previous Company Name:		
New Company Name (Change of name only):		
Mailing Address: [Same as business address <input type="checkbox"/>]		
Mailing Address Line 2: (optional)		
City:	Province:	Postal Code:
Business Phone: (public number)	Cell:	Alternate Phone: (Optional)
Email Address:		

Emergency Contact: (Required) *(this information is provided to the Fire Department)*

Last Name:		First Name:	
Contact Phone:	Cell:	Email:	

Secondary Emergency Contact: (Optional)

Last Name:		First Name:	
Contact Phone:	Cell:	Email:	

Business Information:

Sole Proprietor:	<input type="checkbox"/>	Partnership:	<input type="checkbox"/>	Incorporated:	<input type="checkbox"/>	Non-Profit:	<input type="checkbox"/>
CRA Business Number <i>(if registered)</i>							
BC Incorporation Number <i>(if incorporated)</i>							
Non-Profit Number <i>(if applicable)</i>							
Trade Qualification Number <i>(if applicable)</i>							

Type and nature of business:

Building Rental:	<input type="checkbox"/>	Commercial / Industrial:	<input type="checkbox"/>	Daycare / Childcare:	<input type="checkbox"/>
Mobile / Home Occupation:	<input type="checkbox"/>	Mobile Vending:	<input type="checkbox"/>	Non-Profit:	<input type="checkbox"/>
Non-Resident:	<input type="checkbox"/>	Seasonal / Event:	<input type="checkbox"/>	_____	<input type="checkbox"/>

Additions to Licence:

<input type="checkbox"/>	Greater Victoria Intermunicipal	Best for mobile businesses that serve the Greater Victoria area / Capital Regional District: Covers municipalities from Sidney to Sooke.
<input type="checkbox"/>	Vancouver Island Intercommunity (ICBL)*	Best for mobile or non-resident businesses that service South Vancouver Island: Covers participating municipalities from Sidney to Campbell River

*Additional licence fee \$70.

Describe the nature of the business:

Complete the relevant information for the business:			
Size of business area (indicate m ² or ft ²)*		# of children (for daycare or child care facility)	
# of employees (including yourself)*		# of rental units (for a rental buildings)	
# of seats (inside)**		# of marina slips	
# of seats (outside)***		# of vending machines	
# of parking spaces		# of quarters/seasons (if seasonal)	

*Mandatory field for all business licence types

**If your business is a restaurant/café, a floor plan (to scale) will be required to determine the permitted number of seats. The number of seats will be based on the occupant load permitted by the BC Building Code. More specifically, it will be determined by a calculation based on either the physical size of the space, the number of washrooms or exits.

***Outdoor seats on private property are permitted. For outdoor seats on public property please inquire with Town staff about the possibility of a Sidewalk Café Licence.

By signing below you confirm that you have read and understand the following information:

BUSINESS SIGNAGE:

The Town has a Sign Bylaw that regulates sign types, dimensions and the number of permitted signs, however, a Sign Permit is no longer required. Any signage proposed for the business must meet the requirements of the Town's Sign Bylaw. Town staff are available to review any proposed signage to confirm whether it complies with the bylaw requirements. The Town's Sign Bylaw and map can be found on the Town's website.

RENOVATING OR ALTERING PREMISES:

If the location of the business will be renovated or altered to accommodate the proposed business activities please consult with Town staff to determine if any permits are required (i.e. a Building, Plumbing or Development Permit).

CONDITIONAL USES:

Be advised that the Town's Zoning Bylaw and Business Licence Bylaw contain specific conditions for certain types of business uses (ex. there are specific conditions for home occupations). Consult with Town staff on specific conditions that will apply to the business.

STRATA PROPERTIES:

If the business is located within a strata property be advised that it is the responsibility of the business owner to confirm that the proposed business activities comply with strata bylaws.

TENANTS:

If the property is rented or leased, be advised that it is the responsibility of the business owner to confirm that the proposed business activities are approved by the property's owner.

Application completed by:

_____ Signature	_____ Print Name
_____ Position	_____ Date

By submitting the Business Licence Application, the above named applicant hereby declares that all the above information is correct and that they will comply with the Bylaws and Regulations of the Town of Sidney.

Office Use Only			
	Required:	Received:	Comments:
Licence Fee Paid			
Inspection			
Island Health Approval			
CRD Referral			
LCRB Approval			
Floor Plan			
Parking Plan			
Other:			

Business Continuity Planning Package		
Package Provided:	Staff Member:	Date:
<input type="checkbox"/> In Person <input type="checkbox"/> By Email <input type="checkbox"/> By Mail		
Comments:		

Approval	Signature	Date
Planning Department		
Building Department		
Fire Department		
Licence Inspector		

Personal information provided on this form is collected under the *Community Charter, Business Licence Bylaw* and *Freedom of Information and Protection and Privacy Act* and will be used only for the purposes related to your application. Business Licences issued as a result of the application and business contact information will be routinely available to the public including business owner, address, business email, and telephone provided. Questions regarding collection and disclosure of this information can be referred to the Administration Department at 250-656-1139 or at admin@sidney.ca.