



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



Account # _____

Licence # _____

BUSINESS LICENCE CHANGE OF INFORMATION

Information to be updated on the Business Licence Account, effective (date) _____

Change of Business Name		Relocate Business to New Address:		Change Business Mailing Address:	
Change to Contact Information:		Other (please specify)			

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:			
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)*

Company Name:		
Mailing Address: [Same as business address]		
City:	Province:	Postal Code:
Business Phone: (public number)	Cell:	Alternate Phone: (Optional)
Email Address:		

Emergency Contact: *(Required – will be 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:	

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 (e.g. there are specific conditions for home occupations and Short Term Rentals). 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.

Approval	Signature	Date
Planning Department		
Building Inspector		
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 may be referred to the Administration Department at 250-656-1139 or at admin@sidney.ca.