

Business Licence – Daily, Peddler, Direct Seller

PLEASE NOTE: Only complete applications will be accepted.

Check all that apply:

Daily

Peddler (May also require Home-Based Licence)

Direct Seller (May also require Home-Based Licence)

Applicant Contact Information

Applicant Name: _____

Email: _____

Phone Number(s): _____

Mailing Address: _____

City

Province

Postal Code

Government Photo ID provided

Yes No

Residential Address on Identification _____

Business Contact Information

Business Name: _____

Business Phone: _____

Business Email: _____

CRA Business Number (if applicable)

Business Website: _____

Application Fee Schedule

A complete application includes payment of fees. The fees for business licenses are outlined in Schedule 4 of [District of Sooke Fees and Charges Bylaw No. 752](#); please refer to this Bylaw for complete details.

	FEE	TOTAL
Daily/Direct Deller/Peddler	\$50.00	
Total Application Fee(s) Due		



Application Requirements Checklist

PLEASE NOTE: All application submissions must adhere to the following naming convention: [YYYY-MM-DD Attachment Title.pdf]. For example, the attachment for the Application Form would be named: 2024-01-01 Application Form.pdf.

Complete application packages can be submitted by email to businesslicence@sooke.ca. If the application cannot be submitted electronically, please contact the Business Licence division at businesslicence@sooke.ca or 250-642-1634 to make alternative arrangements for submission.

- Application form
- Government Photo ID of Applicant

Application Submission Acknowledgement

- I hereby make an application as specified herein and declare that all the information submitted in support of the application is true and correct in all respects.
- I hereby acknowledge that all the information provided herein is collected for the purpose of administering the *Local Government Act* and the bylaws of the municipality under the *Local Government Act*, and under the authority of those enactments.
- I hereby acknowledge that the submission of the Application Form and associated Attachments does not automatically constitute acceptance of the application or approval of a Business Licence.

Important

- All business licenses are issued in conformance with the District of Sooke’s Business Licence Bylaw No. 778, 2021
- The Business Licence must be displayed in a prominent location that can be easily seen.
- All Business Licences expire on December 31st and must be renewed no later than the last day of February.
- Business Owners must notify the District of Sooke if they are moving or closing the Business.

PLEASE NOTE: Upon receipt of a complete application, District of Sooke staff will confirm acceptance of the application with the applicant.

Applicant’s Signature

Date