



GENERAL - TYPE B

Business Licence Department
info@sooke.ca
250-642-1634

BUSINESS LICENCE APPLICATION

This application is submitted for the following:

Account No. _____

Staff member initial _____

- ☐ New Business
☐ Change of Name

- ☐ Change of Ownership
☐ Change of Address

Type of Business: (indicate one)

Fee

- | | |
|--|---------|
| ☐ Daily | \$50.00 |
| ☐ Direct Seller | \$50.00 |
| ☐ Peddler | \$50.00 |
| | \$50.00 |

Business Name: _____

Nature of Business: _____

Owner(s) Licencee(s) Name(s) _____

Ownership Type (check one): ☐ proprietorship ☐ corporation # _____ ☐ partnership

Owner / Licencee Address: _____

Contact Person: _____ Cell: _____ Email: _____

Business Mailing Address: _____

Business Location (if different than above) _____

Business Phone No. _____ Fax _____ Email _____

Business Start Date: _____ Trade Qualification Number _____

REQUIRED INFORMATION

Are you renovating/altering the premise? Yes _____ No _____ Building Permit No. _____

Building Owner ☐ Tenant* ☐ *Owner's Authorization required Will clients visit your residence? Yes _____ No _____

Have you read the Home-Based Regulations? (Schedule A) Initial _____

Will you be installing a sign? (Sign Permit application required) Yes _____ No _____

☐ Floor Plan submitted ☐ Lot Plan submitted ☐ Health Authority Permit (VIHA)

The undersigned owner/authorized agent of the owner makes an application as specified herein and declares that the information submitted in support of the application is true and correct in all respects.

Applicant Signature

Date

Freedom of Information and Protection of Privacy

Business Licences are public records and are available for inspection upon request at the District of Sooke municipal hall. Personal Information you provide on this application form is collected under the authority of the *Freedom of Information and Protection of Privacy Act, section 26 (c)* and will be used for the purposes of processing your application. Your business name and contact information (business address and telephone number) are not considered to be personal information. Questions about the collection and release of your personal information may be referred to the Corporate Services department at (250) 642-1634.

SUPPLEMENTAL INFORMATION

IMPORTANT!

DAILY LICENCE

This licence is a one-day business licence that is required for craft fairs, exhibitions or other itinerant shows, entertainment, or special events.

DIRECT SELLER – May also require a Home-Based Business Licence

A person that sells or offers goods for sale by personally attending the premises of a resident of the District without the prior invitation of the resident.

PEDDLER – May also require a Home-Based Business Licence

A person who offers for sale along the street or on any predetermined route of regular customers, any fresh produce, dairy food, confections, fish, and kitchen wares but does not include a farm stand or mobile food vender.

Please describe the nature of your business

The *Business Licence Bylaw, No. 778, 2021*, can be viewed in its entirety at <https://sooke.civicweb.net/document/51783>