



SPECIAL EVENT BUSINESS LICENCE APPLICATION

Licence Number:				Date:			
Business Name:			Event Dates:				
Owner Name(s):			Phone:				
			Phone:				
			Phone:				
Manager Name:			Phone :				
Email:					Bus Phone:		
Website:							
Event Name & Location:			Mailing Address:				
Business Activities – describe what you do:							
<p>Number of employees attending (including owner(s)):</p> <p>I/We hereby make application for a licence in accordance with the particulars stated in this application, declare the above statements are true and will comply with each and every obligation contained in all laws and Bylaws now in force or which may hereafter come into force in the Village of Pemberton.</p> <p>The Village reserves the right to suspend or cancel a business licence where the applicant has knowingly provided false information to the Village with regard to the operation, ownership or any other aspect of the business in question.</p> <p>It is understood that the Business Licence fee is payable to the Village at the time of application. Fees for approved Business Licence applications are non-refundable.</p>							
<i>Name of Applicant</i>		<i>Signature of Applicant</i>			<i>Date</i>		
<p>Personal information you provide on this form is collected pursuant to section 26 of the <i>Freedom of Information and Protection of Privacy Act</i> and will only be used for the purpose of processing the business licence application. Your personal information will not be released except in accordance with the <i>Freedom of Information and Protection of Privacy Act</i>. Questions about the collection of your personal information may be referred to Corporate & Legislative Services (corporate@pemberton.ca or 604-894-6135).</p>							

SPECIAL EVENT BUSINESS LICENCE APPLICATION REQUIREMENTS

The Business Licence Fee is due upon submission of a completed Business Licence application. Fees are non-refundable once a Business Licence has been issued. **The Village of Pemberton wishes to advise that incomplete applications will no longer be accepted. It is the applicant's responsibility to provide the required information for the application to be processed promptly.**

Checklist:

Sign Plan	
Parking Plan	
Park Use Permit (if required)	
Licence Fee (Receipt Attached)	
VCH Approval (if required)	

VCH PERMITTING

The following types of businesses will require Vancouver Coastal Health (VCH) approval:

- Food stores
- Esthetics – including nail treatments, makeup, waxing, permanent makeup, foot baths etc.
- Food processors
- Body contouring – ultrasonic and microneedling
- Restaurants
- Hair Removal
- Food Carts
- Tattooing
- Pools and Hot Tubs
- Piercing
- Spas
- Animal slaughter for public sale (abattoirs)
- Flotation Tanks (sensory-deprivation)
- Temporary Food Events
- Massage
- Hair cutting

For further information on health approvals, please contact VCH directly.

SPECIAL EVENT BUSINESS LICENCE FEE SCHEDULE

Business Licence Fee	\$100.00
Fire and/or Building Inspection (if applicable) Minimum Fee	\$50.00
Administrative Change Fee (only applicable for existing Business Licences)	\$25.00

MUNICIPAL BUSINESS LICENCE APPLICATION
For Office Use Only

Application Fee Received* _____
**Attach copy of Receipt* *Received by* *Received on*

Department	Report Required?	Signature		Date
Fire Inspector	<input type="checkbox"/>			
Building Inspector	<input type="checkbox"/>			
Planning	<input type="checkbox"/>			
Public Works Department Review Required?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
VCH Permit Required?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		

Notes:

Authorized for Issuance:

Manager, Corporate & Legislative Services, Print Name *Manager, Corporate & Legislative Services Signature* *Date*

FOR OFFICE USE ONLY

Business Licence Issued _____
Issued by *Issued on*

Fee Refunded (if applicable) _____
Refunded by *Refunded on*

FORM E - Business Service Listing (if applicable) forwarded to Legislative Assistant