



Box 100 | 7400 Prospect Street
 Pemberton BC V0N 2L0
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 Website: www.pemberton.ca

STREET, PARK, MOBILE OR TEMPORARY VENDOR BUSINESS LICENCE APPLICATION

Licence Number: (Office Use Only)		Application Date:	
Business Name:		Open Date:	
Owner Name(s):		Phone:	
		Phone	
Applicant Name:		Applicant Phone:	
Email:			
Website:			
Business Location:		Mailing Address:	
Describe business activities:			
Number of employees (including owner(s))			
Number of parking spaces:		Invoice Annually?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<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>	

BUSINESS LICENCE FEES & APPLICATION CHECKLIST

The annual business licence fee is due upon submission of a business licence application. Fees are non-refundable once a business licence has been issued.

Please note that business licences must be renewed annually. If you cease to conduct business within the Village boundaries, please notify the Village so that the Business can be noted as closed.

Licence Fee Schedule

Annual Licence Fee	\$300.00
Administrative Fee (for changes made to business licence account such as change of name or change of address)	\$25.00
Late Payment Fee (for licence renewals if fee received after January 31 st)	25%
Reinspection Fees as per Fire Prevention Bylaw No. 744, 2013, and Building Bylaw 867, 2019	

Application Checklist

License Fee Payment	<input type="checkbox"/>	Parking Plan	<input type="checkbox"/>
Application Form	<input type="checkbox"/>	Sign Permit (if applicable)	<input type="checkbox"/>
Property Owner Permission	<input type="checkbox"/>	VCH Permit	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>		

ACKNOWLEDGEMENT

I/We understand and will abide by the following provisions for set out in the Village of Pemberton Business Licence Bylaw No. 842, 2018, Section 14 which states:

	INITIAL
<i>Any person applying for a Food Truck or Temporary Commercial Vending business licence to operate on public land shall provide a copy of any contract or agreement with the Village which authorizes them to operate the business on a Village park, sidewalk or road, as the case may be.</i>	
<i>Every Food Truck Vendor and Temporary Commercial Vendor must:</i>	
<i>1. Provide proof of insurance for the vehicle, vending cart, trailer, truck, vehicle or temporary stall;</i>	
<i>2. Ensure their operation complies with the Village's Zoning Bylaw;</i>	
<i>3. Provide the Licence Inspector with information as to how the person will comply with:</i> <i>i. The Wildlife Attractants Bylaw</i> <i>ii. The Sign Bylaw; and</i> <i>iii. The Noise Regulation Bylaw</i>	
<i>4. Obtain prior written permission from the owner of the land, allowing the Food Truck, portable vending cart, mobile store, trailer, truck, vehicle, or temporary stall to be located on a property which is zoned to accommodate the intended use and provide a copy of such permission to the Licence Inspector.</i>	
<i>5. Comply with any conditions imposed by a provincial health authority or the Village's Fire Department.</i>	
<i>6. Not operate within six (6) metres of a fire hydrant.</i>	
<i>Food Truck Vendors must:</i>	
<i>1. obtain permission to use washroom facilities on the property or in adjacent premises, and provide a written statement indicating said permission;</i>	
<i>2. provide a garbage container at the location of the vending cart, trailer, truck, vehicle, or temporary stall, and pick up all garbage and debris, within 100 meters of their location, which is a result of their business operation;</i>	
<i>3. obtain a business licence for each separate location where the business will be operated; and</i>	
<i>4. meet Provincial health regulations applicable to their operation, and provide written confirmation of compliance from a Provincial health officer.</i>	
<i>Temporary Commercial Vendors must ensure their portable vending cart, mobile store, trailer, truck, vehicle, or temporary stall:</i>	
<i>1. is fully self-contained with no service connection other than electrical service being required;</i>	
<i>2. is capable of being moved on their own wheels without alteration or preparation or be towed by another vehicle;</i>	
<i>3. is located other than on a highway, sidewalk, or boulevard, except in required off-street parking spaces, but not so as to interfere with or block any motor vehicle, pedestrian exit, or walkway; and</i>	
<i>4. is kept in good repair.</i>	

 Name of Applicant

 Signature of Applicant

 Date



Business Service Listing

Thank you for your Business Licence Application. One of the benefits of your business licence is a listing in the Village’s public online Business Directory.

Take your time when completing this form as the information below will appear on online Business Directory **exactly** as provided.

Business Name:			
Address:		Phone:	
		Mobile:	
Website:		Email:	

Business Category (Select One Only)		
<input type="checkbox"/> Accommodations	<input type="checkbox"/> Accounting & Bookkeeping	<input type="checkbox"/> Adventure, Recreation & Tours
<input type="checkbox"/> Artist & Dance Studios	<input type="checkbox"/> Arts, Culture & Heritage	<input type="checkbox"/> Automotive & Towing
<input type="checkbox"/> Bed & Breakfast	<input type="checkbox"/> Building & Construction	<input type="checkbox"/> Childcare
<input type="checkbox"/> Chiropractic, Massage and Physiotherapy	<input type="checkbox"/> Cleaning Services	<input type="checkbox"/> Communications, Marketing & Event Management
<input type="checkbox"/> Community Group	<input type="checkbox"/> Computers & I.T.	<input type="checkbox"/> Consulting
<input type="checkbox"/> Contractor	<input type="checkbox"/> Cultural Map	<input type="checkbox"/> Financial Institution
<input type="checkbox"/> Garden & Landscape Services	<input type="checkbox"/> Gas Station	<input type="checkbox"/> Grocery Store
<input type="checkbox"/> Health & Fitness	<input type="checkbox"/> Medical & Dental	<input type="checkbox"/> Merchants & Retail
<input type="checkbox"/> Real Estate & Property Management	<input type="checkbox"/> Restaurants & Dining	<input type="checkbox"/> Services
<input type="checkbox"/> Storage	<input type="checkbox"/> Tourism	

BRIEF DESCRIPTION:

By signing below, I acknowledge that the information provided on this form will be published on a public website:

_____ <i>Name of Applicant</i>	_____ <i>Signature of Applicant</i>	_____, 20____ <i>Date</i>
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For office use only	
Date Entered on Website:	By:



For Office Use Only

Name of Business: _____ Licence Type: _____

Application Fee Received: _____

**Attach copy of Receipt*

Received By

Received On

Department	<input checked="" type="checkbox"/> Report or N/A	SIGNATURE	DATE
Planning	<input type="checkbox"/>		
Building Inspector	<input type="checkbox"/>		
Fire Inspector	<input type="checkbox"/>		
Public Works Dept	<input type="checkbox"/>		
VCH	<input type="checkbox"/>		
Utilities Check	<input type="checkbox"/>		

NOTES

Auxiliary to another business: <input type="checkbox"/> YES <input type="checkbox"/> NO

Authorized for Issuance:

Manager, Corporate & Legislative Services, Name

Signature

Date

FOR FINANCE USE ONLY

Business License Issued

Issued by

Issued on

Fee Refunded (if applicable)

Refunded

Refunded on