



**TOWN OF CRESTON
BUSINESS LICENCE APPLICATION FORM**

RECEIVED

Initial & Date

Please check applicable:

- | | | | |
|--|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Commercial / Industrial | <input type="checkbox"/> Home Based | <input type="checkbox"/> Contractor | <input type="checkbox"/> Professional |
| <input type="checkbox"/> New Application | <input type="checkbox"/> Name Change | <input type="checkbox"/> New Location | <input type="checkbox"/> Non Profit |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Proprietorship | <input type="checkbox"/> Partnership | |

Business Name _____

Corporate Name (if different) _____

Business Address _____
Unit No. Street No. Street Postal Code

Business Phone: _____ Fax: _____ Cell or Other: _____

Mailing address (if different than above) _____

Name and address of owner(s) or principal(s) _____

Surname First Name Initial Contact Phone No. _____

Surname First Name Initial Contact Phone No. _____

Number of employees at Creston location: Owner(s) _____ Full Time _____ Part Time _____

Fully describe the proposed business activity: _____

Are there any vending machines on the premises? Yes No

Floor Area: Commercial / Industrial (in square meters)

Total Floor Area: _____ Public Access area: _____ Storage Area: _____ Washrooms _____

Floor Area: Home Based Businesses (in square meters)

Total Floor Area: _____ Total Area Used for Business _____

Will any building alterations be done? Yes No If YES, a Building Permit may be required.
Please contact the Building Inspector for information. In some cases a change of building use may affect the current Utility rate. Please contact the Finance Department for further information.

Will any business signs be installed? Yes No If YES, a Sign Permit may be required.
Please contact the Business Licence Inspector for information.



Release of information: Would you consent to the Town releasing your business name, business address and business telephone number to the Mayor/Town Council Members and approved community groups such as the Chamber of Commerce, Community Futures, or similar agencies?

Yes No Initial: _____

Applicant Statement

For Home Based Businesses Only

I/we have received and read a copy of the excerpt from Town of Creston Zoning Bylaw No. 1123 as related to home occupation uses: _____(Initial)

For all Applicants

I/we the undersigned hereby make application for a business licence in accordance with the information as stated and declare that the statements are true and correct. I/we undertake, if granted the licence applied for, to comply with each and every obligation contained in the bylaws now in force or which may hereafter come into force in the Town of Creston. I/we further understand that all business licences expire on December 31st of the year in which they are issued and must be renewed annually. Every business licence is subject to review at any time and a licence may be suspended or revoked for cause.

This form completed by: _____
Print name Signature

Position in business: _____ Date: _____

The Town of Creston collects your information for the purposes of administering Town of Creston programs and services, including permits and licensing services, in accordance with Section 26 of the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. Information collected with this form, including copies of any associated documentation submitted as part of this application, may be disclosed to the public in accordance with *FOIPPA*. If you have any questions about the collection and use of information, please contact the Town's Corporate Officer at 250-428-2214, ext. 210.

Licence Department Use Only

Approvals Required:

Building Date _____ Received _____
 Zoning Date _____ Received _____
 Fire Date _____ Received _____
 Health Date _____ Received _____
 Utilities Date _____ Received _____
 Other Date _____ Received _____

Approved by Licence Inspector: _____ Date: _____

Licence Category: _____ Description: _____

Terms and Conditions:

