



TOWN OF

SLAVE LAKE BUSINESS LICENCE APPLICATION FORM

10 Main Street S.W.
P.O. Box 1030
Slave Lake, Alberta T0G 2A0

Phone: (780) 849-8000
Fax: (780) 849-2633
Email: businesslicences@slavelake.ca

DATE: _____

NAME OF APPLICANT: _____

MAILING ADDRESS: _____

HOME PHONE: _____

DO YOU CONSENT TO DISCLOSE BUSINESS INFORMATION FOR ADVERTISEMENT PURPOSES YES _____ NO _____

BUSINESS INFORMATION

NAME OF BUSINESS: : _____

DESCRIPTION OF SERVICE / PRODUCT YOUR BUSINESS PROVIDES: (Description on Licence) _____

BUSINESS LOCATION: _____
(Civic Address or Legal Land Description)

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

BUSINESS PHONE NO.: _____ ALTERNATIVE PHONE NO.: _____ FAX NO.: _____

1. IS YOUR BUSINESS LOCATED IN YOUR HOME? YES / NO
If yes, please complete the Home Based Business section
2. IS A NEW BUSINESS IN A LEASED SPACE? YES / NO
If yes, please complete the Change of Use /Occupying Space section
3. IS YOUR BUSINESS LOCATED IN THE TOWN OF SLAVE LAKE? YES / NO
4. IS YOUR BUSINESS LOCATED IN MUNICIPAL DISTRICT OF LESSER SLAVE RIVER NO. 124? YES / NO
5. ARE YOU A MEMBER OF THE SLAVE LAKE & DISTRICT CHAMBER OF COMMERCE? YES / NO
6. WILL YOUR BUSINESS SELL TOBACCO PRODUCTS? YES / NO

IF YOU ANSWERED YES TO NUMBER 6, YOUR BUSINESS REQUIRES A TOBACCO RETAIL LICENCE APPROVAL & STAMP—PLEASE SEE FEE SCHEDULE ON BACK SIDE OF FORM.

PROVINCIAL LICENCING REQUIREMENTS:

If you answer Yes to any of the following questions, you will require a Provincial Business Licence. Proof of such licensing will be required prior to the issuance of a business licence from the Town of Slave Lake.

DIRECT SELLING BUSINESS: Goods and Services must be sold to an individual for personal, family or household use. This section pertains to "Door to Door" selling.

7. DO YOU SOLICIT, NEGOTIATE OR CONCLUDE SALES CONTRACTS IN PERSON AWAY FROM YOUR PLACE OF BUSINESS? YES / NO

PREPAID CONTRACTING BUSINESS : Contracts are to construct, alter, maintain, repair, add to or improve a building or real property that is used as a private dwelling.

8. DO YOU SOLICIT, NEGOTIATE OR CONCLUDE SALES CONTRACTS IN PERSON AWAY FROM YOUR PLACE OF BUSINESS? YES / NO
9. DO YOUR CONTRACTS INCLUDE SOME FORM OF PREPAYMENT SUCH AS A DEPOSIT, PROGRESS PAYMENT OR OTHER PAYMENT BEFORE THE CONTRACT IS FULLY COMPLETED? YES / NO

OTHER BUSINESSES REQUIRING PROVINCIAL LICENCING:

10. IS YOUR BUSINESS ONE OF THE FOLLOWING: Auction Sales Business, Professional Fund Raiser Business, Automotive Business (i.e. sales, repairs or autobody), Retail Home Sales Business (i.e. mobile, modular & package homes), Employment Agency, Collection Agency, Cemetery, Preneed Contract Cemetery Business or Salesperson, or Crematory? YES / NO

IF YOU ANSWERED YES TO NUMBER 7, 8, 9 or 10 YOUR BUSINESS REQUIRES A PROVINCIAL LICENSE BEFORE APPROVAL.
PROVINCIAL LICENSE NO.: _____

This personal information is being collected for the purpose of determining the applicant's eligibility to be granted a Town of Slave Lake business licence. It may be shared with relevant Town of Slave Lake departments, and/or any other applicable Municipal, Provincial or Federal agencies required as part of the business licence application process. It may also be used to conduct ongoing evaluations of services from Planning and Development. The name, general phone number and nature of the business will be available to the public. Please send FOIP inquires by mail to the Finance Department Director P.O. Box 1030 or call 780-849-8000.

SIGNATURE OF APPLICANT _____

SIGNATURE OF RECEIVER _____

FOR OFFICE USE ONLY

DEFINITIONS

RESIDENT BUSINESS: means a business whose permanent office or place of business is situated in either a commercial, industrial or residential district within the Town of Slave Lake or within the boundaries of Municipal District No. 124. All businesses located within Municipal District No. 124, conducting business within the Town of Slave Lake, must also be a member of the Slave Lake & District Chamber of Commerce.

NON-RESIDENT BUSINESS: means any business which does not have a permanent office or place of business with the Town of Slave Lake or within the boundaries of Municipal District No. 124.

LOCAL NON-RESIDENT BUSINESS: means any business whose permanent office or place of business is situated in either a commercial, industrial or residential district within the boundaries of Municipal District No. 124 which does not possess a membership to the Slave Lake & District Chamber of Commerce.

LICENCE CLASSIFICATION

RESIDENT: _____ NON-RESIDENT: _____ LOCAL NON-RESIDENT: _____

HAWKER/PEDDLER: _____ CONTRACTOR: _____ OTHER: _____

HOME BASED BUSINESS: _____ TYPE: _____
(Type A, B, C, D, or E)

FEE SCHEDULE

Business Licence Fees Schedule B—Bylaw 19-2018

Cannabis Retail Sales \$140.00

Carnival Rate 1-5 days \$500.00 (After 5 days day rate \$100/day)

Farmers Market \$140.00

Event/Festival \$140.00

General Business \$140.00

Hawker/Peddler \$500.00

Mobile 8+ day \$100.00

Mobile 1-7 days \$50.00

Tradeshow \$140.00

Non-Resident General \$420.00

Non-Resident Mobile 1-7 day \$75.00

Non Resident Mobile 8+ day \$150.00

Home Based Business \$140.00

Tobacco Licence \$50.00

**Service Charge for changes
\$25.00**

ADMINISTRATION

DEVELOPMENT PERMIT ISSUED: YES / NO PERMIT MAIL DATE: _____

D.P.A. NO.: _____ H.B.B. TYPE: _____ H.B.B. NO.: _____

LAND USE DISTRICT: _____ DATE APPROVED: _____

APPROVED BY: _____ BUSINESS LICENSE NO.: _____

PROVINCIAL BUSINESS LICENCE NO.: _____

TOBACCO RETAIL APPROVAL: YES / NO APPROVED BY: _____

SET-UP ON DYNAMICS: _____ CUSTOMER NO.: _____

OTHER COMMENTS: _____
