



BUSINESS LICENSE APPLICATION FORM

DATE: _____
 NAME OF APPLICANT: _____
 MAILING ADDRESS: _____
 HOME PHONE: _____

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

1. IS YOUR BUSINESS LOCATED IN YOUR HOME? YES / NO
If yes, a development permit may be required.
2. IS A NEW BUSINESS IN A LEASED SPACE ? YES / NO
If yes, a development permit may be required.
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 LICENSE APPROVAL & STAMP—PLEASE SEE FEE SCHEDULE ON BACK SIDE OF FORM.

PROVINCIAL LICENSING REQUIREMENTS:

If you answer Yes to any of the following questions, you will require a Provincial Business License. Proof of such licensing will be required prior to the issuance of a business license 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 LICENSING:

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 under the authority of the Municipal Government Act and will be used for the licensing of businesses in the Town of Slave Lake. It is protected by the privacy provisions of the Freedom of Information and Privacy Act. If you have any questions about the collection of this information please contact: Kathleen Giroux at 780-849-8000 Ext. 8020

SIGNATURE OF APPLICANT

SIGNATURE OF RECEIVER

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

Phone: (780) 849-8000 Ext. 8020 Fax: (780) 849-2633 E-mail: kathleen@slavelake.ca

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

LICENSE CLASSIFICATION

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

HAWKER/PEDDLER: _____ CONTRACTOR: _____ OTHER: _____

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

FEE SCHEDULE

RESIDENT LICENSE FEE

Yearly Rate: \$140.00
After June 30th : \$ 70.00

RESIDENT HAWKER/PEDDLER LICENSE FEE

Daily Rate: \$ 30.00
Yearly Rate: \$140.00

LOCAL NON-RESIDENT & NON-RESIDENT LICENSE FEE

Yearly Rate: \$420.00
After June 30th: \$210.00

LOCAL NON-RESIDENT & NON-RESIDENT HAWKER/PEDDLER LICENSE FEE

Daily Rate: \$200.00
Yearly Rate: \$500.00

TOBACCO RETAIL LICENSE FEE Yearly Rate: \$50.00

Corresponding Fee: _____ Receipt No.: _____

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 LICENSE NO.: _____

TOBACCO RETAIL APPROVAL: YES / NO APPROVED BY: _____

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

OTHER COMMENTS: _____

