



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

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

## BUSINESS LICENSE CHANGE OF INFORMATION FORM

DATE: \_\_\_\_\_ EFFECTIVE DATE OF CHANGE: \_\_\_\_\_

### OLD INFORMATION

BUSINESS NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ BUS PHONE #: \_\_\_\_\_ ALTERNATIVE PHONE #: \_\_\_\_\_

Type of Change (Please circle):   Ownership   Name Change   Address Change   Location Change   Description of Service

### NEW BUSINESS INFORMATION

#### NEW OWNER INFORMATION

OWNER NAME(S): \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NEW BUSINESS NAME: \_\_\_\_\_

DESCRIPTION OF SERVICE / PRODUCT YOUR BUSINESS PROVIDES: \_\_\_\_\_

BUSINESS LOCATION: \_\_\_\_\_  
(Civic Address or Legal Land Description)

MAILING ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_ ALTERNATIVE PHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

1. IS YOUR BUSINESS LOCATED IN YOUR HOME?   YES / NO
2. IS YOUR BUSINESS LOCATED IN THE TOWN OF SLAVE LAKE ?   YES / NO
3. IS YOUR BUSINESS LOCATED IN MUNICIPAL DISTRICT OF LESSER SLAVE RIVER NO. 124?   YES / NO
4. ARE YOU A MEMBER OF THE SLAVE LAKE & DISTRICT CHAMBER OF COMMERCE?   YES / NO
5. WILL YOUR BUSINESS SELL TOBACCO PRODUCTS?   YES / NO

IF YOU ANSWERED YES TO NUMBER 5, YOUR BUSINESS REQUIRES A TOBACCO RETAIL LICENSE APPROVAL & STAMP.

**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.

6. 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.

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

8. 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:**

9. 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 6, 7 OR 8 YOUR BUSINESS REQUIRES A PROVINCIAL LICENSE.  
PROVINCIAL LICENSE NO.: \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**SIGNATURE OF RECEIVER**

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

Change of information fee is \$5.00. Please include fee payable to TOWN OF SLAVE LAKE with change request.

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, #10 Main Street S.W, P.O. Box 1030, Slave Lake, Alberta, T0G 2A0, (780) 849-8000 Ext. 8020