



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: \_\_\_\_\_

## 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

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

### 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 Bsuiness \$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 LICENCE NO.: \_\_\_\_\_

PROVINCIAL BUSINESS LICENCE NO.: \_\_\_\_\_

TOBACCO RETAIL APPROVAL: YES / NO APPROVED BY: \_\_\_\_\_

SET-UP ON DYNAMICS: \_\_\_\_\_ CUSTOMER NO.: \_\_\_\_\_

OTHER COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_