



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

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

BUSINESS LICENCE 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 Mailing 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: _____

BUSINESS 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 Licence. 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 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.