

**BUSINESS LICENCE APPLICATION FOR  
SPECIAL EVENTS & TEMPORARY RETAIL**

APPLICATION NO.: \_\_\_\_\_

BUSINESS NAME: _____
LICENCEE NAME: _____
MAILING ADDRESS: _____
BUSINESS PHONE: _____ HOME PHONE/ CELL: _____
TYPE OF EVENT: _____
LOCATION: _____
DATE AND HOURS OF OPERATION: _____

**NOTICE TO OPERATORS ON PUBLIC PROPERTY**

- All applicants of a group licence for any Special Event, Flea Market, Trade Show, or Craft Fair which include the operating of food services shall ensure all vendors and concessionaires at their event have the Ministry of Health approval required before operating.
- All applicants shall ensure all comprehensive public liability insurance required by any agreement with the City is in force and kept in force pursuant to the requirements of any such agreement.

**APPLICANT'S ACKNOWLEDGEMENT**

I, \_\_\_\_\_ hereby make application for a licence in accordance with the particulars as stated in this application, and declare the information in the application to be true and correct. I undertake to supply to the Deputy Licence Inspector all documents, paper or certificates both requested by this division and required by other Federal, Provincial or Local Government Act and Regulations. I undertake to comply with all Bylaws of the City of Nanaimo and all other laws now in force or which may hereafter come into force. I also understand, payment of the Business licence fee in advance does not guarantee approval of the licence and I cannot commence business until such time as a Business Licence has been approved and issued.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Fee Paid:	Date Paid:	Class Code:	Cheque: <input type="checkbox"/>
		SIC Code:	Cash: <input type="checkbox"/>
			Debit: <input type="checkbox"/>
Approval Date:		Signature of Business Licence Inspector	

Business Licence Department  
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