



COMMERCIAL PROPERTY RENTAL BUSINESS LICENCE APPLICATION

The information requested in this application is necessary to fully evaluate your request for a business licence. **Completion of this form does not guarantee approval of a business licence, therefore, business must not commence before a licence is issued.** Licence fees apply to a calendar year January 1 to December 31. **Licence fees are not refundable if the application is approved.**

Type of Application: New Change of Mailing Address Change of Owner

BUSINESS INFORMATION – If new, complete all fields. If updating an existing account, provide only the required changes.	
OWNER NAME(S):	
BUSINESS NAME (if applicable):	
MAILING ADDRESS:	
EMAIL ADDRESS:	HOME PHONE NO.:
MOBILE NO.:	BUSINESS PHONE NO.:
COMMERCIAL PROPERTY ADDRESS:	
DESCRIPTION (please select one):	
Apartment building <input type="checkbox"/>	Commercial lease <input type="checkbox"/>
Residential revenue property <input type="checkbox"/>	Shopping centre <input type="checkbox"/>
Please provide the total number of rental units _____	
APPLICANT'S ACKNOWLEDGEMENT	
I hereby make application for a licence in accordance with the particulars as stated in this application and declare that the information in the application to be true and correct. I undertake to supply the Licence Inspector all documents, paper or certificates both requested by this office or required by federal, provincial or local government acts 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	
Signature: _____ Date: _____	
Personal information provided on this form is collected under the authority of the <i>Community Charter, Freedom of Information and Protection of Privacy Act</i> and the <i>Business Licence Bylaw</i> . Your business name, address, telephone number, email and website address may be released in accordance with the <i>Freedom of Information and Protection of Privacy Act</i> . Questions about the collection or release of your personal information may be referred to the Freedom of Information Coordinator, City Hall, 455 Wallace Street, V9R 5J6, at 250-755-4405.	
BUSINESS OFFICE: Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC MAILING ADDRESS: City of Nanaimo, Business Licence Section, 455 Wallace Street, Nanaimo, BC V9R 5J6 Telephone: 250-755-4482 E-mail: business.licence@nanaimo.ca	
APPROVAL DATE	BUSINESS LICENCE INSPECTOR