



# In Village Business License Application

All fields on this application form must be completed before an application can be processed.  
If any of the fields do not apply to your business please indicate this with "N/A".  
Business shall not commence prior to a license being issued.

## STEP 1: CONTACT INFORMATION

Business / Operating Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Mailing address is the same as the business address

Business Phone Number: \_\_\_\_\_

Business Email: \_\_\_\_\_ Business Website: \_\_\_\_\_

I consent to communication by email.

Business Owner's Name(s): \_\_\_\_\_

Applicant Name (if different than owner): \_\_\_\_\_

Address of the Applicant: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

GST Number: \_\_\_\_\_

Property Owner/Landlord: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone No: \_\_\_\_\_ Email Address: \_\_\_\_\_

I would like the above information included in the Village of Halkirk Business Directory on [www.halkirk.ca](http://www.halkirk.ca).  
(Owner contact will not be listed unless otherwise specified.)

New business license application

**Are you or anyone else doing interior alterations OR construction OR change of use to your business location?**

No  Yes – NOTE: You will need to fill out the Development Permit application form in addition to this form

**STEP 2: BUSINESS ACTIVITIES**

**Business Ownership Information**

Corporation or Corporate Partnership (provide legal name): \_\_\_\_\_  
Corporation Access Number: \_\_\_\_\_ Alberta, or other province \_\_\_\_\_

Charitable Organization (provide Charity Registration Number): \_\_\_\_\_

Sole Proprietor or Partnership (provide names of proprietor & partners): \_\_\_\_\_

**Does your business operate under a Trade Name? If yes, what is it?** \_\_\_\_\_  
\_\_\_\_\_

**What products or services does your business provide?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STEP 3: CHANGES TO AN EXISTING BUSINESS LICENSE (If Applicable)**

**Current Business License #** \_\_\_\_\_

**Current Business Address:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Please indicate what the change was:**

- Moved to a new location for an existing business (no change in ownership or operations)

New address is: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

- Mailing address is the same as the new address

Business Phone Number: \_\_\_\_\_

Business Email: \_\_\_\_\_

Business Website: \_\_\_\_\_

- New Legal Entity: \_\_\_\_\_

- New Trade Name: \_\_\_\_\_

- Bought an existing business – If the previous company was operated as a Ltd. or Inc.

company Did you buy the Ltd. Or Inc. company (Legal entity)?  Yes  No

Did you only buy the equipment/assets of the business?  Yes  No

- Changed Operations (i.e. was retail now restaurant, please describe):

- Other (please explain):

**BUSINESS OWNER DECLARATION:** I, *(Please print)* \_\_\_\_\_, the undersigned, certify that the statements herein contained in the said application are true and made with a full knowledge of the circumstances connected with the same, and acknowledge that I have read the declaration and notice contained below.

The undersigned agrees that the issuance of a license will be subject to approvals from such municipal, provincial, and federal departments or agencies as the License Administrator deems necessary. The Issuance of a license is not intended and shall not be construed as permission or consent by the Village for the holder of the license to contravene or fail to observe or comply with any law of Canada or Alberta or any by-law of the Village.

Any business license application that has not received approvals from all municipal, provincial, and federal departments or agencies due to the applicant's inability to comply with the license requirements within 90 days from the date of filing the application shall be deemed to be refused.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Business Owner: \_\_\_\_\_ Signature

Authorized Agent: \_\_\_\_\_ Signature

Property Owner/Landlord: \_\_\_\_\_ Signature

(Affix corporate seal(s) if applicable)

**Payment Information**

Licenses are not issued until all license fees are paid. Business license fees vary depending on the category(s) your operations are classified into.

If applying in person, payment options are: cash, cheque, credit card & debit card.

If applying by email or mail: we will call you at the time of application processing to advise you of the cost of your license and you may pay by credit card, or mail a cheque.

Normal office hours are Monday to Thursday, 8:00 a.m.—4:30 p.m., Friday 8:00 a.m.—1:00 p.m., with the exception of closures for holidays.

**FOR OFFICE USE ONLY**

**Prerequisite Information**

Development Permit required?  Yes  No If approved: # \_\_\_\_\_

\_\_\_\_\_ Permitted Use:  Yes  No If approved: # \_\_\_\_\_

Discretionary Use:  Yes  No If approved: # \_\_\_\_\_

Building Permit required?  Yes  No If approved: # \_\_\_\_\_

Demolition Permit required?  Yes  No If approved: # \_\_\_\_\_

Sign Permit required?  Yes  No If approved: # \_\_\_\_\_

Additional requirements met?  Yes  No Reviewed by: \_\_\_\_\_

**Business License Information:** *Only processed after prerequisites have been approved and received*

Business License Categories to be processed:

Home Office  Home Occupation  Commercial & Industrial  Exempt  Multi-

Commercial Classification No. \_\_\_\_\_

Fees Paid: \$ \_\_\_\_\_

Reviewed by: \_\_\_\_\_ (YYYYMMDD)

The information being collected on this form is for the purpose determining the applicant's eligibility to be granted a Village of Halkirk business license, pursuant to the provisions of the Municipal Government Act, Section 8(b) (v), and the Freedom of Information and Protection of Privacy Act, Section 33(c). This information may be shared with applicable Village of Halkirk departments, agencies, RCMP, and/or Alberta Health Services, for the purpose of conducting required inspections and approvals, as part of the Business License application process.

Return completed form along with the applicable application fee to:

The Village of Halkirk  
103 Main Street  
PO Box 126  
Halkirk, AB T0C 1M0

Fax: 403-884-2113

Email: [CAO@VillageofHalkirk.ca](mailto:CAO@VillageofHalkirk.ca)