



VILLAGE OF ASHCROFT

BUSINESS LICENCE BYLAW NO. 850, 2022

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A BYLAW TO PROVIDE FOR A SYSTEM OF BUSINESS LICENCING  
IN THE VILLAGE OF ASHCROFT

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WHEREAS Council may provide for a system of licenses, permits and approvals in relation to businesses;

NOW THEREFORE the Council of the Corporation of the Village of Ashcroft in open meeting assembled ENACTS AS FOLLOWS:

1. DEFINITIONS

1.1 For the purpose of this bylaw, the following definitions shall apply:

**Amusement** means a business that offers entertainment, recreation, games, or contests of any description.

**Applicant** means a person who applies for a Licence or renewal of a Licence pursuant to this bylaw.

**Application** means the Village of Ashcroft Business Licence Application.

**Bed & Breakfast extends to include "AirBnB"** means a boarding, lodging or rooming house completely enclosed within a building used for residential purposes, which includes breakfast provided on the premises.

**Business** means the carrying on of a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services for the purpose of gain or profit but does not include any activity carried on by the government, its agencies or government owned corporations.

**Business Name** means the name that a business uses to identify, promote or advertise the business, or under which the business is carried on.

**Bylaw Officer** means Bylaw Enforcement Officer, RCMP Constable or other person appointed by the Village to enforce the Village's bylaws.

**Community Charter** means the Community Charter, SBC 2003, c.26 as amended.

**Consignment Shop** means a store that sells secondhand items (typically clothing and accessories) on behalf of the original owner, who receives a percentage of the selling price.

**Construction and Development** means a business involving the construction, development, maintenance, servicing, testing or repair of building, structures, utilities or land.

**Contractor** means a business that:

- (a) is involved in construction, development, maintenance, servicing, testing or repair of building, structures, utilities or land;

**Corporate Officer** means the Corporate Officer of the Village.

**Council** means the Municipal Council of the Village.

**Door to Door Sales** means a business involving selling, soliciting or canvassing door to door for the promotion of any product, service, contract, event or other work.

**Fire Chief** means the Fire Chief of Ashcroft Fire Rescue, and any person designated by the Council to perform fire safety inspections within the Village.

**Food and Beverage** means a business primarily involving the preparation or service of food and beverages, but does not include a business that holds a liquor primary licence under the *Liquor Control and Licensing Act*, R.S.B.C. 1996, c. 267, as amended from time to time.

**Health Officer** means a health officer within the meaning of the *Public Health Act*, SBC 2008, c.28, as amended.

**Home Occupation** means a business that is undertaken inside a residential building, or accessory residential building.

**Licence** means a current business licence issued pursuant to this Bylaw.

**Licence Fee** means the annual licence fee payable by a business under this bylaw, as set out in Schedule "A" of this bylaw.

**Licence Holder** means a person who has been issued a Licence pursuant to this bylaw.

**Licence Inspector** means a person appointed by Council to enforce and administer this bylaw.

**Liquor Establishment** includes a business that involves the sale of liquor, under a liquor licence pursuant to the *Liquor Control and Licensing Act* but does not include a food and beverage business.

**Mobile Vending** means a Mobile Vendor who operates at a fixed location or mobile location on a street, park or public place.

**Mobile Vendor** means a person who:

- (a) sells or offers for sale food and beverages, merchandise, or services from:
  - (i) a motor vehicle or trailer, as defined and licenced under the *Motor Vehicle Act*;
  - or
  - (ii) a pedal-powered unit designed for highway travel; or
- (b) advertises or takes orders for goods and services.

**Non-Resident Business** means a business which:

- (a) is not a Resident Business; but
- (b) is carried on within the Village, or with respect to which any work or service is performed within the Village.

**Pawn Shop (also called a pawnbroker)** means an individual or business that offers secured loans to people, with items of personal property used as collateral.

**Premises** includes stores, offices, warehouses, factories, buildings, houses, enclosures, yards or other places occupied, or capable of being occupied, by a business for the purpose of carrying on a business.

**Professional** means a person who as a condition precedent to providing a service, must be licenced or hold other statutory authorization as set out in and regulated by a statute of the Provincial Government such as

- (a) Accountant (CGA, CMA, CPA or CA);
- (b) Agrologist;
- (c) Appraiser;
- (d) Architect;
- (e) Barrister & Solicitor;
- (f) Chiropractor;
- (g) Dentist, Dental Surgeon or Orthodontist;
- (h) Engineer;
- (i) Insurance Adjuster;
- (j) Insurance Agent;
- (k) Investment/Securities Agent;
- (l) Land Surveyor;
- (m) Massage Therapist;
- (n) Notary Public;
- (o) Optometrist;
- (p) Osteopath;
- (q) Physician & Surgeon (General Practitioner or Specialist);
- (r) Physiotherapist;
- (s) Podiatrist;
- (t) Psychiatrist;
- (u) Psychologist;
- (v) Real Estate or Land Agent; or
- (w) Veterinarian.

**Provincial Government** means the government of the Province of British Columbia.

**Public, Farmer or Flea Market** means a temporary or seasonal market for the display and sale of home crafted products, farm produce or products, gently used items, in an open air or indoor venue.

**Resident Business** means a business carried on in or from Premises within the Village.

**Second Hand Dealer** includes a business that purchases or receives used or second hand goods.

**Short Term Vacation/ Room Rental** means the rental of a dwelling unit or room for a period of less than 30 days.

**Special Event** includes a business involving a short term or temporary event, Amusement, performance, concert, exhibition, entertainment or concessions that, does not exceed seven (7) days within the calendar year, except as provided otherwise in the bylaw such as:

- (a) associated retail sales;
- (b) auction;
- (c) Trade Show;
- (d) flea market;
- (e) craft fair;
- (f) circus; or
- (g) carnival.

**Thrift Store** means a store selling secondhand clothes and other household goods, typically to raise funds for a charitable institution.

**Trade Show** means an event involving organization a group of more than five (5) merchants to gather in one location or building to offer or promote sales, such as the sale of goods, wares, merchandise, services, products or concepts.

**Village** means the Village of Ashcroft.

**Zoning Bylaw** means the Village Zoning Bylaw No. 823, and amendments.

- 1.2 All definitions contained in the Zoning Bylaw shall apply to this Bylaw in the same manner as if they were set out in this Bylaw.
- 1.3 A Bylaw Officer is deemed to be a peace officer in the course of their duties.

## 2. REQUIREMENTS FOR A BUSINESS LICENCE

- 2.1 Except as otherwise provided in this Bylaw, the application for a licence and the licence issued thereafter shall be in the form prescribed by the Village.
- 2.2 The following types of businesses do not require a Licence:
- (a) yard or garage sales
  - (b) fundraising activities held by educational organizations, churches, sports teams, or associations;
  - (c) an activity undertaken by or on behalf of the provincial government, federal government or a corporation or agency of the government;
  - (d) a person who conducts a program or course on behalf of the Village;
  - (e) the operation of a utility by a provincial or federal ministry or provincial or federal crown corporation or agency;
  - (f) a performance, concert, exhibition, or entertainment that the net proceeds are given to a charitable purpose;
  - (g) a Non-Resident Business within one of the following categories:
    - (i) commercial travellers selling goods, wares or merchandise to merchants within the Village for resale by those merchants;
    - (ii) operators of vehicle, other than Passenger Vehicle for Hire, who pick up persons or items within the Village to transport outside the Village or drop off persons or items from outside of the Village within the Village or both;
    - (iii) operator of a retail business which is delivering or picking up items sold by the retail business;
    - (iv) a wholesaler, manufacturer or processor delivering items to merchants in the Village; or
    - (v) a person who practices a profession which is governed by its own legislation and does not carry-on business in the Village more than 30 days accumulatively within a calendar year.
- 2.3 A person who carries on the same business in or from more than one Premises in the Village must obtain and maintain separate Licences for each of the premises used in the business.
- 2.4 A person who carries on more than one business at one Premise must obtain and maintain separate Licences in respect of each business.
- 2.5 If more than one Professional provides services within the same Premises, each Professional must have a separate Licence.
- 2.6 A person shall not advertise, solicit or promote a business that is conducted within the Village without first obtaining a Licence for that business.

### **Fire Inspections**

- 2.7 Fire inspections are mandatory for every new business and will be carried out by the Local Assistant Fire Commissioner (LAFC) of Ashcroft Fire Rescue.
- 2.8 All businesses are required to have a fire inspection carried out by the Local Assistant Fire Commissioner (LAFC) of Ashcroft Fire Rescue every two years at their own expense.
- 2.9 Cost per fire inspection is \$50.00.

### 3. AUTHORITY OF LICENCE INSPECTOR

#### General Authority

- 3.1 The Licence Inspector may grant, issue, amend, cancel, refuse or renew a Licence pursuant to this bylaw.
- 3.2 Upon receiving a complete application for a Licence, the Licence Inspector may issue or renew the Licence if satisfied that the following requirements have been met:
- (a) the Applicant has paid the applicable fee for the Licence;
  - (b) the Applicant is in compliance with the requirements of the Village's bylaws;
  - (c) the Applicant can produce certificates or letters of approval issued by the Health Officer, Fire Department or by any other public official that the business and the Premises on which the business is located;
    - (i) have received any inspections or approval required under statute or regulation;
    - and
    - (ii) otherwise complies with the requirements of the status or regulation;
  - (d) if applicable, the Premises in or upon which the Applicant proposes to carry on any business meets the standards set in the Village's bylaws or applicable provincial acts and regulations.
- 3.3 The Licence Inspector may approve the content and form of any application, form or document used to administer this bylaw.
- 3.4 The following persons may enter, at any reasonable time, any property or Premises, or other place in respect of which a Licence may be or has been granted pursuant to this bylaw to ascertain whether there is compliance with the provisions of this bylaw or any other related bylaw in relation to the business or the Premises:
- (a) the Licence Inspector;
  - (b) a Bylaw Officer;
  - (c) a Peace Officer;
  - (d) a Health Officer;
  - (e) the RCMP;
  - (f) a Building Inspector;
  - (g) a member of the Village's fire department; or
  - (h) a person who, in the opinion of the Licence Inspector, would have the knowledge, skill or the expertise relevant and necessary to make a determination as to matters pertaining to the business at issue.
- 3.5 The following persons may enforce the provisions of this bylaw:
- (a) the Licence Inspector;
  - (b) a Bylaw Officer;
  - (c) a Building Inspector;
  - (d) the Fire Chief;
  - (e) a person designated by Council to perform fire safety inspections;
  - (f) the Chief Administrative Officer or their designate.
- 3.6 A Licence Holder shall immediately notify the Licence Inspector of the suspension or cancellation of a certificate or letter of approval which has previously been given to the Licence Inspector.



### **Refusal, Suspension, Cancellation or Revocation of a Licence**

- 3.7 The Licence Inspector may refuse an application for a Licence in any specific case, provided that the Licence Inspector:
- (a) does not unreasonably refuse the application; and
  - (b) gives written reasons for the refusal upon request by the Applicant.
- 3.8 The Licence Inspector may cancel a Licence for the following reasons:
- (a) failure to pay the fee or any other charges;
  - (b) the business is no longer in operations;
  - (c) the Licence Holder requests the cancellation, in writing; or
  - (d) the Licence Holder fails to renew the Licence.
- 3.9 The Licence Inspector may, for reasonable cause, do the following:
- (a) suspend a Licence for any length of time;
  - (b) impose additional conditions on the Licence that relate to the reasons for the suspension and that will apply after the suspension; or
  - (c) revoke a Licence.
- 3.10 If the Licence Inspector intends to take any of the actions listed in sections 3.7, 3.8 or 3.9, the Licence Inspector must do the following:
- (a) notify the Licence Holder of the intended action and the date on which the intended action will take place;
  - (b) notify the Licence Holder that the business must cease operation as of the date of the written notice;
  - (c) give written reasons for the intended action;
  - (d) give the Licence Holder a copy of any written material relied upon by the Licence Inspector to take the intended action; and
  - (e) provide instructions to the Applicant on the steps to take in order to remove the refusal, cancellation or suspension of the Licence.
- 3.11 Without limiting what constitutes reasonable cause, any of the following circumstance may constitute reasonable cause:
- (a) the Licence Holder fails to comply with this bylaw or a term or condition of the Licence;
  - (b) the Licence Holder is convicted of an indictable offence in Canada which relates to the nature of the business or in respect of the business;
  - (c) the Licence Holder is convicted of an offence under any of the Village's bylaws or has been convicted of an offence under a provincial or federal enactment in respect of the business or Premises for which the Licence was issued;
  - (d) the Licence Holder ceases to meet the lawful requirements to carry on the business or with respect to the Premises, for which the Licence was issued;
  - (e) the Licence holder, in the opinion of the Licence Inspector, has engaged in serious misconduct which warrants the suspension or revocation of the Licence if the misconduct is:
    - (i) with respect to the business; or
    - (ii) in or with respect to the Premises named in the Licence; or
- 3.12 A person shall not carry on a business for which a Licence is required during a period of suspension of the Licence.

### **Reconsideration of the Decision**

- 3.13 An Applicant or a Licence Holder whose Licence is subject to an action under sections 3.7, 3.8 or 3.9 may appeal to Council to reconsider the decision of the Licence Inspector and must:
- (a) given written notice to the Corporate Officer of their intention to appeal the decision of the Licence Inspector within 10 business days from the date the action takes effect; and
  - (b) state in a concise manner the grounds upon which the appeal is based.
- 3.14 Upon receiving notice of the appeal under section 3.13, the Corporate Officer will refer the matter to Council and set the time and place for the hearing of the appeal.
- 3.15 Upon receiving an appeal for reconsideration, Council may
- (a) require any additional information that may be relevant;
  - (b) hear from the Licence Holder whose Licence is subject to an action under sections 3.7, 3.8 or 3.9; and
  - (c) hear from any other person whom Council considers may have information that is relevant to the decision.
- 3.16 Council may do any of the following with regards to an action taken under sections 3.7, 3.8 or 3.9:
- (a) confirm the decision of the Licence Inspector;
  - (b) vary the decision of the Licence Inspector;
  - (c) set aside the decision of the Licence Inspector; or
  - (d) impose additional terms, conditions, restrictions or requirements on the Licence that Council deems appropriate;
- 3.17 A Licence Holder shall:
- (a) not carry on a business for which a Licence is required by this bylaw during the period stipulated by the Licence Inspector under section 5.4 regarding the Licence; and
  - (b) comply with any term, condition, restriction or requirement imposed by the Licence Inspector or by Council pursuant to the business.

#### **4. APPLICATION FOR A BUSINESS LICENCE**

- 4.1 In order to obtain a Licence, an Applicant must:
- (a) complete the application for a Licence provided by the Village;
  - (b) sign the application;
  - (c) submit the application to the Village or the Licence Inspector; and
  - (d) pay the application Licence Fee.
- 4.2 An Applicant must provide the following information as part of the application:
- (a) detailed description of the business;
  - (b) Business Name;
  - (c) address and phone number of the business;
  - (d) name, full address and phone number of the Applicant;
  - (e) floor area in square metres which is occupied by the business; and
  - (f) any other information the Licence Inspector may require.
- 4.3 An Applicant may be required to:
- (a) undergo a criminal record search by the RCMP for any convictions or outstanding charges that are relevant to carrying on the business in a lawful manner; and
  - (b) pay any fees associated with the criminal record search.
- 4.4 If a partnership or firm carries on a business, then the partnership or firm is deemed to be in compliance with this bylaw, if one of the partners or members of the firm is the Applicant and makes the application in the name of the partnership or firm.
- 4.5 An Applicant and a Licence Holder must:
- (a) ensure that the information required for a Licence application is current, complete and accurate; and
  - (b) notify promptly the Licence Inspector of any errors, omissions or representations that may appear on the application.
- 4.6 A Licence Holder must promptly notify the Licence Inspector of any changes to the information on the application for which a Licence was issued.
- 4.7 A Licence is not valid until it has been issued by the Licence Inspector, and the Applicant has paid the Licence Fee in full.

## 5. CONDITIONS OF THE LICENCE

- 5.1 Only a person named in the Licence may carry on the business described in the Licence and only at the Premises or location described in the Licence.
- 5.2 This Bylaw does not create any duty of care whatsoever on the part of the Village, its elected and appointed officials, employees or agents in respect of:
- (a) the review of an application for a Licence;
  - (b) the issuance of a Business Licence;
  - (c) the inspection of Premises by the Licence Inspector or any other official, employee or agent of the Village; or
  - (d) the enforcement of this Bylaw.
- 5.3 The Village does not, by issuing a Licence, acknowledge, represent or warrant that the business, applicant, licence holder or the premises comply with the bylaws of the Village or with any other regulations or standards.

### Posting of the Licence

- 5.4 A Licence Holder must, at all times,
- (a) post the Licence in a conspicuous place on the Premises for which the Licence is issued; or
  - (b) carry the Licence with the person who is engaged in business within the Village, if Licence:
    - (i) is issued to a Non Resident Business;
    - (ii) is issued to a Business which is mobile in nature.

### Duration of the Licence

- 5.5 The licensing year shall be from January 1 to December 31, unless otherwise specified in this bylaw.
- 5.6 Despite section 5.4, the following types of businesses may obtain a Licence for the following durations:
- (a) a performance, concert, exhibition or entertainment function for up to a maximum of 7 days; or
  - (b) a Mobile Vending business for up to one year.

### Fees

- 5.7 A person shall pay the fees set out in Schedule A of this bylaw in order to apply for or to renew a Licence.
- 5.8 An Applicant who has completed an application that has been refused by the Licence Inspector is entitled to a refund of 50% fees charged for that application, if the refund is applied for within 20 days after the date the application is refused.
- 5.9 After June 30<sup>th</sup> in any year, a new licence Applicant may pay a pro-rated Licence Fee of 50% in the first year of operation of the business in the following circumstances:

- (a) the Applicant applies for a Licence; and
- (b) the Licence Inspector grants the Licence.

### **Changes to the Business Licence**

5.10 A Licence Holder must notify the Licence Inspector within 7 days of any change to the business including but not limited to change:

- (a) in the location of Premises;
- (b) to the Business Name;
- (c) to the ownership of the business;
- (d) to close the business;
- (e) to the category of business;
- (f) to the existing liquor licence or addition of a liquor licence to the existing business;
- (g) to the details provided in the application;
- (h) to any term or condition on which the Licence was issued; or
- (i) that would increase the fee for the business.

5.11 For certainty, if a fee for a business is based on a variable factor such as:

- (a) floor area or ground area;
- (b) number of persons employed;
- (c) number of machines, appliances or rental units; or
- (d) some other factor used in the business, then the Licence Holder who changes the variable factor upon which the fee is based shall notify the Licence Inspector within 7 days of the change and pay any additional fee as a result of the change.

5.12 The powers, conditions, requirements and procedures relating to the granting or refusal of a Licence shall apply to any application for change to a Licence.

5.13 A Licence Holder must not relocate the business from the Premises specified in the Licence without written approval of the Licence Inspector.

5.14 A Licence is not transferable to a new owner of an existing business.

### **Licence Renewal**

5.15 A Licence Holder must ensure the Licence is renewed for each year that the Licence Holder carries on the business.

5.16 A Licence Holder must submit the applicable fee to the Licence Inspector prior to February 15<sup>th</sup>.

5.17 The receipt of Licence shall be confirmation that the Licence has been renewed.

5.18 If a Licence Holder fails to pay the Licence Fee by February 15<sup>th</sup>, the Licence Holder must pay the Licence Fee and the penalty set out in Schedule A.

## **6. ADDITIONAL REQUIREMENTS FOR SPECIFIC BUSINESSES**

### **Home Occupation**

- 6.1 The Licence Holder for a Home Occupation must comply with the following requirements:
- (a) not stop or park or permit the stopping or parking at the Premises of:
    - (i) more than 1 Service or Delivery Vehicle, at any one time; or
    - (ii) more than 3 Service or Delivery vehicles during any 24-hour period.
  - (ii) and any other bylaw requirements according to Zoning Bylaw No. 823, 2018 and amendments.

### **Mobile Vending**

- 6.2 A Licence Holder for Mobile Vending must comply with the following requirements:
- (a) provide a copy of any contract or agreement with the Village when requested by the Licence Inspector;
  - (b) hold a valid permit issued by a Health Officer for the sale of Food and Beverages;
  - (c) not operate from or on any Village owned property or highway unless the Licence Holder has permission from the Council;
  - (d) not operate from or on any Village owned park or playground unless the Licence Holder has written permission the Council;
  - (e) not operate from or on any School District owned property unless the Licence Holder has written permission from School District No. 74 (Gold Trail);
  - (f) when at a residential, business or construction site, not park or stop the vending unit:
    - (i) on the travelled portion of the highway; and
    - (ii) not for longer than 15 minutes at any one location
  - (g) have proof of the following levels of insurance in being place:
    - (i) motor vehicle liability with a minimum coverage of \$2,000,000.00; and
    - (ii) comprehensive public liability and property damage insurance for \$2,000,000.00
  - (h) include the Village as an additional insured on any insurance policy for the types of insurance mentioned in subsection (g);
    - (i) provide garbage collection containers and keep the area around the vending unit free from garbage arising from the business;
  - (j) keep the vending unit staffed at all times, when operating on a site; and
  - (k) remove the vending unit from the location when the vending unit is not staffed.

### **Second Hand Dealer**

- 6.4 The Licence Holder for a Second Hand Dealer must comply with the following requirements:
- (a) permit any of the others listed in section 3.4 and 3.5 to inspect the Premises at any time;
  - (b) keep on the Premises a Register which is available for inspection at any time; written in ink and in English and includes the following details:
    - (i) a full and complete description including the make, model and serial number of any goods, items or articles received by the Licence Holder;
    - (ii) the price paid by the Licence Holder for the goods, items or articles;
    - (iii) date and hour when the Licence Holder Purchased or received the goods, items or articles;

- (iv) the name and residential address and description of the person from whom the Licence Holder Purchased or received the goods, items or articles;
- (v) confirmation, by means of Picture Identification, of the identity of the person from whom the Licence Holder Purchased or received the goods, items or articles; and
- (vi) a copy of the Picture Identification used to confirm the identity of the person from whom the Licence Holder Purchased or received the goods, items or articles;

6.5 The Licence Holder for a Second Hand Dealer must not do the following:

- (a) Purchase or receive any goods, items or articles from a person who is under the age of 18;
- (b) Purchase or receive a good, item or article which has had the serial number removed;
- (c) prior to the expiry of 30 days from the date of Purchase or receipt or from the date of any agreement do any of the following to the goods, items or articles Purchased or received by the Licence Holder:
  - (i) alter;
  - (ii) repair;
  - (iii) dispose of;
  - (iv) part with in any manner; or
  - (v) remove from the Premises.

### **Special Events**

6.6 The Licence Holder for a Special Event must comply with the following requirements:

- (a) have written authorization from the owner of the Premises on which the Special Event will be held;
- (b) have proof of the following levels of insurance being in place:
  - (i) commercial general liability with a minimum coverage of \$5,000,000.00 per incident; and
  - (ii) motor vehicle liability with a minimum coverage of \$2,000,000.00
- (c) include the Village of Ashcroft as an additional insured on any insurance policy for the types of insurance mentioned in subsection (b);
- (d) ensure that the all machines, rides and equipment used by the public at the Special Event conforms to the safety requirements of the Safety Standards Act;
- (e) ensure that all elevating devices have identification label required by the Safety Standards Act visibly attached as required; and
- (f) hold a valid permit issued by a Health Officer for the sale of Food and Beverages.

**7. ADMINISTRATION AND ENFORCEMENT**

- 7.1 Gender specific terms include all genders and corporations.
- 7.2 Words in the singular include the plural and words in the plural include the singular.
- 7.3 A person must not interfere with, obstruct or impede a person listed in section 3.4 in carrying out his duties under the bylaw.
- 7.4 A person who:
  - (a) contravenes or violates any of the provisions of this bylaw;
  - (b) suffers or permits any act to be done in violation of this bylaw; or
  - (c) refuses or neglects to do anything required to be done by any provision of this bylaw.
- 7.5 Each day that an offence continues shall constitute a separate offence.
- 7.6 This bylaw may be cited as Village of Ashcroft Business Licence Bylaw No. 850, 2022.
- 7.7 The Village of Ashcroft Business Licence Bylaw No. 630, 1996 and its amendments are hereby repealed.

READ A FIRST TIME THIS	22 <sup>nd</sup>	DAY OF	November	, 2021
READ A SECOND TIME THIS	22 <sup>nd</sup>	DAY OF	November	, 2021
READ A THIRD TIME THIS	13 <sup>th</sup>	DAY OF	December	, 2021
RECONSIDERED AND ADOPTED THIS	14 <sup>th</sup>	DAY OF	February	, 2022

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Barbara Roden, Mayor

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Daniela Dyck, Chief Administrative Officer

Certified to be a true and correct copy of  
Village of Ashcroft Business Licence Bylaw No. 850, 2022,  
as adopted by Council.

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Daniela Dyck, Chief Administrative Officer

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**VILLAGE OF ASHCROFT  
BUSINESS LICENCE APPLICATION**

**1. APPLICATION**

- NEW** Business Licence Application
  
- CHANGE** of existing Business Licence
  - Location/Address     Name     Ownership     Type

**2. GENERAL INFORMATION**

(a) Business Name and Address

Business Name: \_\_\_\_\_  
Business Location Address: \_\_\_\_\_  
Business Mailing Address, if different: \_\_\_\_\_  
Business Telephone Number: \_\_\_\_\_

(b) Owners Information

Name of Business Owner: \_\_\_\_\_  
Address of Business Owner: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_  
Alternate Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

(c) Agent or Manager Information

*[Business Agent or Manager contact information, if different from above]*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_  
Alternate Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

(d) Business Information

Is this a Home Based business?    Yes  No

Description of Business Activity:

\_\_\_\_\_  
\_\_\_\_\_

Number of persons working in the business:    Owner(s): \_\_\_\_\_    Employee(s): \_\_\_\_\_

(e) Business Licence Changes

The Business Licence is being changed as follows:

- New Location of Business Premises: \_\_\_\_\_
- New Business Name: \_\_\_\_\_
- New Type of Business: \_\_\_\_\_
- New Terms or Conditions of Business Licence: \_\_\_\_\_

**3. Home Based Business**

Home Based Business must comply with the following regulations:

1. No outdoor storage of material associated with the home based business is permitted.
2. No more than one (1) Identification Sign for home occupations is permitted with a maximum size of 1.0 m<sup>2</sup> in an R1 and RR1 zone.
3. The home occupation shall be carried out wholly within a dwelling or permitted accessory building.
4. No retail sales other than the sale of goods produced on the premises is permitted.
5. A home based business may not include the following in an R1 Zone:
  - a. Stables, kennels or animal breeding operations
  - b. Restaurants
  - c. Parking or storage of commercial, industrial or construction equipment and material
  - d. Vehicle or equipment repair and maintenance
  - e. Metal fabricating
  - f. Heavy/Light manufacturing

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**OFFICE USE ONLY**

Business Classification	_____	Copy to Building Inspector	_____
Present Zoning	_____	Building inspection completed	_____
OCP Designation	_____	Fire safety inspection completed	_____
No. of off-street parking spaces required	_____	No. of off-street parking spaces provided	_____
Is proposed use permitted?	_____	Change in Occupancy?	_____
New Construction?	_____	Approved by Health Authority?	_____
Copy to CFO (Utilities)	_____	Receipt No.	_____
<b>Yearly Fee</b>	_____	<b>Business Licence No.</b>	_____

COMMENTS:

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Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

CAO \_\_\_\_\_

CFO \_\_\_\_\_

BEO \_\_\_\_\_

Signature: \_\_\_\_\_