



# TOWN OF BOWDEN

## Business Licence Application

(CONFIDENTIAL)

1. This is an application for a Town of Bowden Business Licence made under the provisions of the Business Licence Bylaw 03-2017 (as amended over time) to operate a business within the municipality of the Town of Bowden. The licence requirements are stated and defined within the Business Licence Bylaw a copy of which can be obtained by request or by reference to the Town's website.
2. It is the responsibility of the Applicant to obtain any relevant or necessary Provincial or Federal licenses, permits, approvals or insurances.
3. A Development Permit is required if a business entails new construction or a change in use or intensity of use of present buildings. It is the responsibility of the Applicant to obtain any necessary Development Permits that provide "permitted use" for that business.
4. A Business Licence is required for every business operated at each business / residential premise.
5. A business operating out of a rental property must have the approval of the property owner.
6. Approval and issue of a Town of Bowden Business Licence does not set aside any requirements of the Town's Land Use & Business Licence Bylaws, or the Alberta Environmental Health / Building Code / Occupational Health & Safety regulations.

**To be completed by Applicant:**

<b>Contact Name:</b>		<b>Phone (cell):</b>	
<b>Mailing Address:</b>		<b>Email:</b>	
		<b>Resident Y/N:</b>	
<b>Declaration:</b>	I certify that the information provided is correct and agree to abide by the terms of the Town of Bowden Business Licence Bylaw and any other relevant code, license or enactment.	<b>Signature:</b>	

**Business Information:**

<b>Business Trading Name:</b>			
<b>Business Description:</b>		<b>Legal Registered Name:</b>	
		<b>Business Phone #:</b>	
<b>Business Address:</b>		<b>Business Email:</b>	
		<b>Business Web address:</b>	
<b>Type of Application:</b>	<b>New Application</b> <input type="checkbox"/>	<b>Renewal</b> <input type="checkbox"/>	<b>Renewal with changes</b> <input type="checkbox"/>
<b>Type of Business:</b>	<b>Home Based*</b> <input type="checkbox"/>	<b>Commercial*</b> <input type="checkbox"/>	<b>Out of Town</b> <input type="checkbox"/>
<b>Development Permit* #:</b>		<b>Provincial Permit #:</b>	

This information is collected under Section 33 the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of processing this application to determine eligibility to participate in the Business Licence program and is governed, authorized and protected by that Act. The Town of Bowden may distribute the information contained within this form to public organizations or persons in order to promote economic development within the Town. The Town of Bowden may publish the information contained within this form within the Business Directory on the Town of Bowden website. You must indicate whether consent is given or not given.

I **permit / do not permit** my business information to be made public

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

**Section for completion by Town of Bowden**

**Application:**    **Approved:**     **Refused:**     **Fee paid:** \_\_\_\_\_    **Licence #:** \_\_\_\_\_

**Development Permit (obtained\* / checked):** \_\_\_\_\_

**Town Employee signature:** \_\_\_\_\_

**Notes:**