

Corporation of the Village of Cumberland

2673 Dunsmuir Avenue
PO Box 340
Cumberland, BC V0R 1S0
Telephone: 250-336-2291
Fax: 250-336-2321
Email: info@cumberland.ca

Business License Application

This is the application for a Resident Business, a Non-Resident Business, and an associated Inter-Community Business Licenses as defined below:

<i>BUSINESS</i>	means any activity in which goods and services are exchanged for monetary gain.			
<i>RESIDENT</i>	means commercial activity carried out on or in a property zoned Commercial or Industrial within the Village.			
<i>NON-RESIDENT</i>	means a business that is located on or in a property within a regional district and where the commercial activity takes place within the Village.			
<i>INTER-COMMUNITY</i>	means a mobile business that is located on or in a property within the Village and where the activity takes place in other participating municipalities:			
	City of Campbell River Town of Comox City of Courtenay Village of Cumberland	City of Duncan Town of Ladysmith Town of Lake Cowichan	District of Lantzville City of Nanaimo District of North Cowichan	City of Parksville City of Port Alberni Town of Qualicum Beach

Step One: Preparation for Application

Before submitting an application, the general characteristics of the application should be discussed with municipal staff. This will help familiarize the applicant with the Village's basic requirements with respect to zoning, public health and safety and other considerations that may affect the application.

Step Two: Submit Your Application

(which must be accompanied by the following information to be deemed complete)

1. Complete application form signed by the applicants. If the applicant is not the Owner of the property a letter of agency which authorizes the applicant to operate a business is required.
2. If your business involves a specialized trade or a professional designations, a list of the names of employees and their trade or license number or designation.
3. Proof of Health Approval for personal service or food service is required.
4. Businesses which will require liquor licensing will be accompanied by the Liquor License application. However the License will not be issued until the Liquor License is approved.
5. As every application or renewal is unique, the following is a list that the applicant may be required to provide:
 - a) copies of applicable certification or letters of approval by federal, provincial, municipal or other agencies, professional associations or societies;
 - b) a Criminal Record report from the RCMP;
 - c) proof of liability insurance coverage, in a form acceptable to the Village;
 - d) such other information, documents or materials as the Village may consider relevant to the consideration of the application.

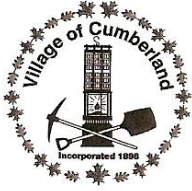
Step Three: Application Process Overview

1. The complete application is received and processing begins.
2. Planning reviews the application pursuant to the land use requirements. When completed she may make a recommendation for approval, and may include conditions for approval.
3. The Fire Chief reviews the application from his perspective of the Fire Code requirements for the proposed use. He may, if he deems it appropriate carry out an inspection of the proposed premises. When completed he may make a recommendation for approval, and may include conditions for approval.
4. The Building Inspector reviews the application from his perspective of compliance with the BC Building Code requirements for the proposed use. He may, if he deems it appropriate carry out an inspection of the proposed premises. When completed he may make a recommendation for approval, and may include conditions for approval.
5. Public Works reviews the application from his perspective of municipal servicing requirements for the proposed use. He may, if he deems it appropriate carry out an inspection of the proposed premises. When completed he may make a recommendation for approval, and may include conditions for approval.
6. Bylaw Enforcement reviews the application from his perspective of past conformance with Village requirements for the proposed use. He may, if he deems it appropriate ,carry out an inspection of the proposed premises. When completed he may make a recommendation for approval, and may include conditions for approval.
7. The CAO reviews the application, and any recommendations made by the staff. If he deems it appropriate, When completed he may approve, deny, or defer the application for further information for clarification. His approval may include conditions that have to be met, prior to the Business being opened to the public.
8. Administration staff advises the applicant that the Business License has been approved. They will tell you what the License fees are as required by Schedule A of the *Corporation of the Village of Cumberland Business License Bylaw No. 896, 2009* and in the *Inter-Community Business Licence Bylaw 2013, No. 995* (if applicable). When all fees are paid and conditions met, the License will be issued.
9. Business Licenses are valid for the calendar year. Renewal notices are sent out the beginning of December. Failure to pay for the next years' license means the License is no longer valid, expires, and a new application may have to be made.

***Please note: During processing, applicants are notified by email or telephone of the outstanding item(s) or necessary upgrades etc. If there has been no return call/email or action within 15 days, a written notice outlining the deficiencies is sent to the applicant. If there is *Please note that this form can be used for individual applications as well as any combination ie. just a Home Occupation, or Home Occupation and Inter-Community* not satisfactory action for a further 15 days, the file is deemed to be abandoned and the file is put away.**

Fees

Resident or Non-License (pro-rated July to December)	\$110/\$55
Fire & Safety Inspection	\$100
Criminal Record Check	\$40
Building Inspection	\$50
Inter-Community License (no pro-ration)	\$150



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Application for Business License

This is an application for (please check one):

Resident Business License

Resident & Inter-Community Business License

Non-Resident Business License

Non-Resident & Inter-Community Business License

Description of Property Affected Not Applicable for Non-resident business

Civic Address: _____

Legal Description: _____

PID: _____ Folio: _____

Owner of Property Affected Not Applicable for Non-resident business

Name: _____

Mailing Address: _____

Postal Code: _____ Phone: _____ Cell: _____

Email: _____

Applicant Same as above or if not, a letter of agency must be provided, found on last page of this application

Name: _____

Business Mailing Address: _____

Business Postal Code: _____ Business Phone: _____ Cell: _____

Business Email: _____

Name & Type of Business

Business Name: _____

Description of Business: _____

Gross Floor Area of the Business?

Imperial

Metric

Additional information required on the next page

Employees	
Number of Employees	<input type="text"/>
Employees Name	If applicable, Trades Qualification or Professional Number
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

The following section to be completed for Resident Business applications Only

Days and Hours of Operation	
Days of the week:	Hours:
<input type="text"/>	<input type="text"/>

Vehicle Parking & Loading & Bike Parking

Additional on-site vehicle parking, loading area(s), and bicycle parking **may** be required. Please contact the Planning Department for this information.

Storage

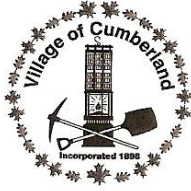
Will there be any external storage of materials, vehicles, etc? Yes No

Signage

Will there be any new signage? If yes, please contact the Planning Department for signage regulation.

Signature of Applicant

Date of Application _____ Signature _____



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Authorization & Appointment of an Agent

I, _____ being the registered owner of

property legally described as:

Civic Address: _____

Legal Description: _____

PID: _____ Folio: _____

hereby give authorization for _____

to act as my agent in the matter of A Business License

It is understood that until the Village of Cumberland is advised otherwise, the Village shall deal **exclusively** with the above-noted person with respect to the matter noted above.

Date	Signature of Owner