



SPECIAL EVENT 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, the event must not commence before a licence is issued.**

Type of Application: Craft Fair Flea Market Seminar Special Event Trade Show

PART 1. CONTACT INFORMATION – Complete all fields	
TRADE NAME OR EVENT NAME:	DBA: (if applicable)
LICENCEE NAME:	
MAILING ADDRESS:	
PHONE NO.:	MOBILE NO.:
EMAIL ADDRESS:	
PART 2. EVENT DETAILS	
Provide a complete description of your event	
Location of event:	
Date of event:	Hours of operation:
Date of event:	Hours of operation:
Date of event:	Hours of operation:
PART 4. NOTICE TO OPERTORS ON PUBLIC PROPERTY	
MINISTRY OF HEALTH APPROVAL – All applicants of a group licence for a Craft Fair, Flea Market, Seminar, Special Event, or Trade Show that includes food services shall ensure that all vendors and concessionaires have Ministry of Health approval before operating.	
INSURANCE – All applicants shall ensure that if comprehensive public liability insurance is required by any agreement with the City that it is in force and kept in force pursuant to the requirements of the agreement.	
PART 5. 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. I also understand, payment of the business licence fee in advance does not guarantee approval of the licence and <i>I cannot commence business until a business licence has been issued.</i>	
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