

Office use only: File No. _____ Roll No. _____
 Date Received _____ Legal File No. _____
 DP No. _____ Linc No. _____

Business License Information Update Form

EXISTING BUSINESS CLOSED BUSINESS HOME-BASED BUSINESS? YES NO
 IS THE BUSINESS TEMPORARY? YES NO IF YES, START DATE _____ END DATE _____
IMPORTANT: Please notify our Community Services & Planning Department as soon as possible if you no longer require a business license.

BUSINESS CONTACT INFORMATION

APPLICANT:		BUSINESS NAME:	
MAILING ADDRESS:			
TELEPHONE:	BUSINESS PHONE NUMBER:	FAX:	
WEBSITE:	E-MAIL:		
BUSINESS LOCATIONS (Rural Address)			

LEGAL DESCRIPTION:

QTR/LSD	SEC	TWP	RGE	W5M	OR	REGISTERED PLAN	BLOCK	LOT

CHANGING A LICENSE

Please inform the County if you have made any of the following changes:

- Transfer to another owner
- Change of business name
- Change of business location
- Change to the nature of the business
- Addition to the existing business

BUSINESS OPERATION DETAILS

Does your business have any new services or offerings? Please note any changes to your business.



OPPORTUNITY INCLUSION

Would you like to be listed on the Big Lakes County website business directory? YES NO
Would you like to be notified of networking opportunities within the County? YES NO

FINAL AUTHORIZATION

I hereby make application and acknowledge that the above information is, to the best of my knowledge, true and accurate.

Date

Applicant's Signature

Title (Owner, Operator, etc.)

The personal information on this form is being collected for the purpose of processing the Business License Information Update Form under the Authority of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP. If you have any questions about the collection, contact the Big Lakes County FOIP Assistant at phone 780-523-5955.

Submit Your Application

Applications can be submitted in person, by mail, fax, or email to:

Attn: Executive Director of Community Services & Planning

Big Lakes County

P.O. Box 239, 5306-56 St.

High Prairie, AB T0G 1E0

Phone: (780) 523-5955 Fax: (780) 523-4227

Email: POlansky@BigLakesCounty.ca

FOR ADMINISTRATIVE USE ONLY

DATE RECEIVED:	DATE REVIEWED:	REVIEWED BY:
AMMOUNT APPROVED:	COUNCIL MOTION:	

Comments:
