

SPECIAL EVENTS BUSINESS LICENCE APPLICATION

Please note application must be completed in full to be processed.

SECTION 1 – BUSINESS INFORMATION

Application Date: _____	Licence No.: _____ OFFICE USE ONLY
	Account No.: _____
Date of Event:	
Event Type:	
Form of ownership: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit Society	
Business Incorporated or Registered? <input type="checkbox"/> Yes <i>If yes, a copy of the Certificate of Incorporation or Statement of Registration for the Business is required.</i>	
<input type="checkbox"/> No	
Business Name:	
Business Address:	
Business Phone: _____	Email: _____
Licencee Information (Primary Contact):	
Name: _____	Position: _____
Mailing Address:	
Phone: _____	Email: _____
Emergency Contact Name: _____	Emergency Contact Phone: _____
Nature/Description of business/Details of your event:	

Please refer to [Business Bylaw No. 3725](#) for applicable Special Events.

SECTION 2 – APPLICANT STATEMENT

I/We the undersigned confirm as the business owner(s)/agent for the owner(s) that the above noted information is correct and agree to comply with all relevant provisions of the Business Bylaw No. 3725, Zoning Bylaw No. 3630 and other applicable City of Port Coquitlam Bylaws. It is also understood that the business owner(s) is/are responsible for the overall management of the business including staff while representing the owner(s)' business. Further, failure to meet these obligations may result in the business licence being suspended or reported to City Council for possible revocation.

Business Owner/Director #1 (person, corporation or society):

Print Name:

Signature:

Date:

IMPORTANT: This application will not be processed without the application fee. Please contact the Business Licensing Division for applicable fees.

All information gathered for business licensing purposes is managed in accordance with *the Freedom of Information and Protection of Privacy Act*. Business Licences are public records and are available for inspection on request at the City Hall Annex. The City also makes business licence information available in various publications on the City website and/or in hard copy format. If you do not wish your business information to be made available in any additional publications, a request in writing to decline publication must be received by the Business Licensing office.