



# Out of Village Business License Application

All fields on this application form must be completed before an application can be processed.  
If any of the fields do not apply to your business please indicate this with "N/A".  
Business shall not commence prior to a license being issued.

## STEP 1: CONTACT INFORMATION

Business / Operating Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing address is the same as the business address

Business Phone Number: \_\_\_\_\_

Business \_\_\_\_\_  I consent to communication by email

Business Website: \_\_\_\_\_

Business Owner's Name(s): \_\_\_\_\_

Applicant Name (if different than owner): \_\_\_\_\_

Address of the Applicant: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

GST Number: \_\_\_\_\_

Emergency Contacts (Name & Phone Number): \_\_\_\_\_

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

**STEP 2: BUSINESS ACTIVITIES**

New business license application: \_\_\_\_\_

**Business Ownership Information**

Corporation or Corporate Partnership (provide legal name):

Corporation Access Number: \_\_\_\_\_ Alberta, or other province: \_\_\_\_\_

Charitable Organization (provide Charity Registration Number): \_\_\_\_\_

Sole Proprietor or Partnership (provide names of proprietor & partners): \_\_\_\_\_

**Does your business operate under a Trade Name? If yes, what is it?** \_\_\_\_\_

\_\_\_\_\_

**What products or services does your business provide?** \_\_\_\_\_

\_\_\_\_\_

**STEP 3: CHANGES TO AN EXISTING BUSINESS LICENSE (If Applicable)**

**Current Business License #** \_\_\_\_\_

Current Business Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

I would like to be included in the Village of Halkirk Business Directory on [www.halkirk.ca](http://www.halkirk.ca).  
(Owner contact will not be listed unless otherwise specified.)

**BUSINESS OWNER DECLARATION:** I, *(Please print)* \_\_\_\_\_, the undersigned, certify that the statements herein contained in the said application are true and made with a full knowledge of the circumstances connected with the same, and acknowledge that I have read the declaration and notice contained below.

The undersigned agrees that the issuance of a license will be subject to approvals from such municipal, provincial, and federal departments or agencies as the License Administrator deems necessary. The Issuance of a license is not intended and shall not be construed as permission or consent by the Village for the holder of the license to contravene or fail to observe or comply with any law of Canada or Alberta or any by-law of the Village.

Any business license application that has not received approvals from all municipal, provincial, and federal departments or agencies due to the applicant's inability to comply with the license requirements within 90 days from the date of filing the application shall be deemed to be refused.

Dated this _____ day of _____, 20____.
<input type="checkbox"/> Business Owner: _____ <b>Signature</b>
<input type="checkbox"/> Authorized Agent: _____ <b>Signature</b> (if a limited company, affix corporate seal over signature)

