



TOWN OF BENTLEY  
 BOX 179  
 BENTLEY, ALBERTA  
 T0C 0J0  
 Phone: (403)748-4044 Fax: (403)748-3213

**BUSINESS LICENSE APPLICATION**

**Business Name or Trade Name:** (operating as)

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**Corporation Name:** (if applicable)

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**Primary Contact Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Secondary Contact Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Business Description:**

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**Physical Location of Business**

**Street Address or Legal Land Description:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Mailing Address of Business:** (if different from physical address)

**Post Office Box:** \_\_\_\_\_ **City/Town:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Information About your Business** (check applicable categories)

- Resident** Physical location or mailing address is in Bentley  
If home based – Development Permit Number \_\_\_\_\_
- Non-resident** Physical location or mailing address is **other than** Bentley
- Home Based Non GST Registered**
- Home Based GST Registered**
- Retail**
- Commercial**
- Industrial**
- Non Profit/Charitable Organization Number** \_\_\_\_\_
- Term – Door to Door Sales/Peddler** (daily or yearly) (requires proof of a Provincial License)
- Annual** (January to December)

**Start Date of Business in Bentley:** \_\_\_\_\_

**Number of Employees:**      **Full time:** \_\_\_\_\_      **Part Time:** \_\_\_\_\_

## Town of Bentley Business License Application

**ALBERTA PROVINCIAL LICENSING OF DESIGNATED BUSINESSES – If you are any of the following business types listed below, you require a Provincial License. A municipal business license cannot be issued until proof of the provincial license is received. Please contact the appropriate agencies as shown.**

### **Housing & Consumer Affairs**

Contact Government Services at 310-0000 [www.gov.ab.ca](http://www.gov.ab.ca)

- Auctions
- Collection Agency
- Retail Homes (manufactured homes)
- Charitable Organization
- Direct Seller (door to door)

Provincial License Number \_\_\_\_\_ (please provide a copy of your license)

### **Alberta Motor Vehicle Industry Council**

Contact 1-877-979-8100 [www.gov.amvic.org](http://www.gov.amvic.org)

- Garages
- Specialty Repair Shops
- Mobile Auto Repair
- Body Shop
- Vehicle Sales
- Consignment Sales

Provincial License Number \_\_\_\_\_ (please provide a copy of your license)

### **Real Estate Council of Alberta**

Contact 1-888-425-2754 [www.reac.ab.ca](http://www.reac.ab.ca)

- Agent
- Broker
- Property Manager

Provincial License Number \_\_\_\_\_ (please provide a copy of your license)

### **Alberta Gaming & Liquor Commission**

Contact 1-780-447-8869 [www.aglc.ab.ca](http://www.aglc.ab.ca)

- Liquor
- Gambling
- Raffles
- Bingos
- Pull Tickets

Provincial License Number \_\_\_\_\_ (please provide a copy of your license)

### **David Thompson Health Region**

Contact 403-341-8622 [www.dthr.ab.ca](http://www.dthr.ab.ca)

- Approval Granted
- Application Denied

Inspection Approval Form Number \_\_\_\_\_ (please provide a copy of your approval)

**DECLARATION**

**I hereby apply for an annual Business License, as per Town of Bentley Bylaw 07/95. I confirm that the information shown above, including name, address and category information are correct. I understand and acknowledge that misinformation provided in this application will VOID a Business License. I agree to provide the Town of Bentley with written notice of any further changes to this information.**

**This license does not authorize or permit the registrant to carry on a business or any pursuit contrary to the provisions of other Town of Bentley Bylaws. Where a person or business is found to be in contravention to any of the provisions of this or any other Municipal Bylaw, the Office may temporarily suspend the business license until such time as the contravention is rectified.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed

Business License Fee: \_\_\_\_\_ Payment Amount: \_\_\_\_\_ Date of Payment: \_\_\_\_\_

**Declaration of Property Owner**

(if business license applicant has business physically located on rented/leased property)

**I hereby declare that I am the owner of the property identified in this application and confirm that I have rented/leased property to this above business/individual.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**FOIP Statement:**  
This information is being collected under the authority of Municipal Government Act RSA 2000, C.M - 26

\_\_\_\_\_  
Application Approved: Town of Bentley – Authorized Signature

Application Denied  
Reason: \_\_\_\_\_

**Instruction For Completion**  
**Town of Bentley Business License Application**

**Type of Business** – check the appropriate box

**Business or Trade Name** (operating as) – please give name of business

**Corporation Name** – give name if applicable

**Primary Contact Name** – this information is dependent on what type of business you operate:

- ✓ Proprietorship – Name of Owner
- ✓ Partnership – Name of Partners
- ✓ Limited Partnership – Name of Partners
- ✓ Corporation – Name of shareholder(s) and/or director(s) – provide a copy of your Corporation Registration

**Secondary Contact** (if applicable) – provide the name and position of the person in charge of the day to day operations of your company.

**Business Description** – use a description that best describes your business. This gives us a good sense of what you do and how to designate your business according to the Standard Industrial Classification System.

**Physical Location of Business** – this is where your business is physically located. If you are located in a rural area provide your legal land description.

**Mailing Address of Business** – complete if your mailing address differs from the actual physical location.

**About Your Business** – please check the appropriate boxes. If your physical location is “Bentley” you are considered a “Resident Business”. Otherwise, you are classified as a “Non-Resident” business. Also, if you are a home-based business indicate whether or not you are GST registered.

**Please note:** If you are a **Home Based Resident** business, provide your Development Permit Number. If you do not have a Development Permit, please start this process with the Town of Bentley. You are required to have a Development Permit if you are operating a business within a residential area. Your business license will be issued once compliance is confirmed with the Development and Planning Officer.

**Start Date of Business in Bentley** – when did you start operating in Bentley?

Town of Bentley  
4918 - 50 Avenue  
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