



Westbank First Nation Business Licence Application

To be completed and submitted to the WFN Business Licence Officer prior to commencing any business on WFN lands.

Business Information

Name of Business: _____

Description of Business: _____

Physical Address: _____ I.R.# _____ Postal Code: _____

Phone No.: _____ Fax No.: _____ Email: _____

PIN: _____ Plan: _____ Lot: _____ Zoning: _____

Mailing Address: _____ Postal Code: _____

Phone No.: _____ Fax No.: _____ Email: _____

Notice Address _____ Postal Code: _____
(If different than mailing address)

No. of Units: _____ No. of Stations: _____ Area: _____ m² No. of Professionals: _____

Would you like your business listed in the WFN Business Directory?: Yes No

Owner Information

Name of Owner 1: _____ WFN Member?: Yes No

Address: _____ Postal Code: _____

Phone Number: _____ Fax Number: _____ Email: _____

Name of Owner 2: _____ WFN Member?: Yes No

Address: _____ Postal Code: _____

Phone Number: _____ Fax Number: _____ Email: _____

If there are additional owners, please attach a separate sheet with the above information for each.

Signature: _____ Date: _____, 20____

Applicant or Owner (Circle one)

Approvals (To be completed by the Business Licence Officer)

Approved by: _____ Classification : _____ Fee: \$ _____

Building Zoning Fire Health Insurance Other:

Temporary Business Licence valid from: _____, 20____ to: _____, 20____.



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Guide and Instructions

PLEASE READ CAREFULLY BEFORE COMPLETING A BUSINESS LICENCE APPLICATION

General

Every person who carries on a business or provides a service of any kind on Westbank First Nation lands is required to hold a valid licence to do so. A business licence must be obtained before commencement of the business or service.

Application

A completed Business Licence Application Form must be submitted for approval to the WFN Business Licence Officer. The WFN Business Licence Officer can be contacted by calling WFN offices at (250) 769-4999 between 8:30am and 4:30pm, Monday to Friday.

Approvals

Please note that some businesses require approvals issued by other agencies such as the West Kelowna Fire Department, Health Canada and WFN Engineering. It is the responsibility of the applicant to ensure that they have these approvals in place before submitting a Business Licence Application Form. The Business Licence Officer will only issue a Business Licence where the applicant has supplied proof of all required approvals. For information concerning what approvals your business might require, contact the WFN Business Licence Officer by calling WFN offices at (250) 769-4999 between 8:30am and 4:30pm, Monday to Friday.

Addresses

The Physical Address is the address of the physical location of your business. The Mailing Address is the address to which you would like your business mail to be sent. The Corporate Address is the address of the registered records office of your business. If these addresses are the same, please write "Same as above" in the space provided.

Zoning

All proposed businesses must comply with WFN zoning laws. It is the responsibility of the applicant to ensure that their business complies with these laws. The Business Licence Officer will only issue a Business Licence where the proposed business complies with all WFN zoning laws.

Fees

Business Licence fees are set out in the Schedule to the WFN *Business Licence Law 2005-17*. The full fee is payable at the time of application and a Business Licence will not be issued until the applicable fee is paid in full. Fees are prorated after July 1 for the initial application. Business licences must be renewed annually on January 1.

For questions concerning other approvals please contact:

Health Canada - Alec Johnson:	(250) 470-5098
West Kelowna Fire Department - Bryan Collier	(250) 769-1640
WFN Building Inspection - Grant Trask	(250) 769-2431
WFN Utilities Inspection - Travis Fosbery	(250) 862-1743

For questions concerning this application please contact:

WFN Business Licence Admin - Jolene Fosbery
Suite 201 - 515 Hwy 97 South
Kelowna BC V1Z 3J2
Phone: (250) 769-4999
Fax: (250) 769-2441