DEVELOPMENT SERVICES
200, 5604 50 Street, Ponoka, AB T4J 1G5
Phone: 403-783-4431 Email: permits@ponoka.ca

Office Use Only
Submission Date: **Roll:** **Customer Identification:**

Business Licence Application
COMMERCIAL/INDUSTRIAL/MOBILE/HOME-BASED

(Please print and complete ENTIRE form)

AUTHORIZED APPLICANT INFORMATION

Name: _____ Phone: _____

Legal/Operating Business Name: _____

Mailing Address: _____

Email: _____

BUSINESS INFORMATION (*TO BE INCLUDED IN TOWN BUSINESS DIRECTORY)

Advertised Business Name*: _____

Advertised Business Address/Location*: _____

Advertised Business Phone*: _____

ADDITIONAL INFORMATION

1. Are you a ☐ Resident Business, ☐ Non-Resident Business, or ☐ Regional Resident Business?
2. Are you applying for a Short-Term Business Licence (max. 4 months within calendar year)? Yes _____ No _____
3. Are you a Mobile Business Unit (MBU) or Direct Seller? Yes _____ No _____ Vehicle Identification #: _____
4. Are you a Home-Based Business? Yes _____ No _____ Development Permit #: _____
5. Are you the registered property or MBU owner? Yes _____ No _____ If No, Letter of Authorization is required
6. Are you providing a business description? Yes _____ No _____ If No, Letter of Intent is required

I acknowledge that:

1. The granting of this Licence shall in no way relieve the above business from complying with the Town of Ponoka Business Licence Bylaw and that failure to do so may result in penalties, suspension or revocation of my Licence; and

2. The asterisked information provided as part of this application will be published in an online Town of Ponoka business directory. Only business name and phone number will be published for home-based businesses. Home-based businesses that want their business location to be included in the directory, can phone the Town at 403-783-4431.

_____ _____

Printed Name of Authorized Applicant Signature of Authorized Applicant

The Town of Ponoka collects personal information, including name and contact information, for the purpose of providing programs, services and contacting customers in this regard. The Town of Ponoka is authorized to collect this personal information under section 4 of the Protection of Privacy Act and by section 617 of the Municipal Government Act. Please contact Development Services at the Town offices at 200, 5604 50 Street, Ponoka, Alberta, or phone 403-783-4431 if you have any questions about this collection of information.