

Business Licence Change Request

Date: _____

CURRENT BUSINESS INFORMATION

Business Location:

(Unit, Address, City, Postal Code) _____

Legal Business

Name: _____

Operating Name: _____

Account Number: _____

Phone: _____

Location Change - Businesses located within the City of Red Deer

New Business Location:

*(Unit, Address, City, Postal Code)*** _____

****If the new location is a residential address, a completed Home-Based Business License Application form is also required.**

Will there be construction or renovations to the space as part of this relocation? Yes** No

**** If yes, a Development Permit and/or Safety Codes Permits may be required.**

Proposed Date of Relocation: _____

Name Change – Ownership change requires a new application

New Operating Name: _____

Is the new business name is registered? (ie. Corporation, Trade Name, or Sole Proprietor) Yes No

****If yes, please attach registration documentation from Corporate Registries, including owners/directors/shareholders names & contact information**

Business Contact Changes

Name: _____

Mailing Address:

(Address, City, Postal Code) _____

Email: _____

Phone: _____

Is current contact to be removed? Yes No

Applicants Declaration:

1. I acknowledge that all information in this Change Request Form is correct to the best of my knowledge.
2. I verify that I am the owner or have received authorization from all property owner(s), to operate a business at the new location provided, if applicable.
3. I verify that I have the authority to make the changes requested.
4. I understand there may be a change fee applied and accept responsibility for payment.

The granting of this Licence shall in no way relieve the owner from complying with the requirements of City of Red Deer bylaw No. 3609/2018, Business Licence Bylaw, or any other bylaws of the City of Red Deer, or other Provincial or Federal Statutes or Regulations in force.

Printed Name

Authorized Signature