

Business Licence Change Request Form

Please complete the applicable sections, as they pertain to the changes of your business.

CURRENT BUSINESS INFORMATION

Business Location:

(Unit, Address, City, Postal Code) _____

Legal Business Name:

(The name the business Income Tax is filed under) _____

Operating Name: _____

Account Number: _____

Phone: _____

LOCATION CHANGE

The section below is to be completed by businesses relocating to or within the City of Red Deer.

If you are moving outside City of Red Deer limits, check this box:

New Business Location:

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

****If the new location is a residential address, a completed Home-Based Business Licence 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: _____

BUSINESS NAME CHANGE

Ownership change requires a new application

New Operating Name: _____

Is the new operating business name a registered Trade Name or Sole Proprietor? _____

Yes

No

BUSINESS CONTACT CHANGES

Name: _____

Phone: _____

Mailing Address:

(Address, City, Postal Code) _____

Email: _____

Is the current contact to be removed? _____

Yes

No

Please initial and sign to confirm your acknowledgement of the terms of this application.

I confirm that all information in this Change Request Form is correct to the best of my knowledge.

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.

I verify that I have the authority to make the changes requested.

I understand there may be a change fee applied and accept responsibility for payment.

I acknowledge that all business operations will comply with the *Business Licence Bylaw*, knowing that failure to comply may result in penalties, suspension, or revocation of my Business Licence.

Printed Name

Authorized Signature