



Business Licence Account Closure Form

Business Licence Liaison
1 Centennial Square
Victoria, BC V8W 1P6

T 250.361.0572
E businesslicence@victoria.ca
www.victoria.ca

Date: _____

Licence #: _____

Email: _____

Telephone #: _____

Name of Business: _____

Address of Business: _____

Please be advised I/we are closing our Business Licence account for the City of Victoria.

Please check one:

No longer operating business

Moved to another municipality

Sold business

Other – (please specify)

Signature(s): _____

***Please note if the business was a Partnership – all parties must sign this form**

***Incorporated Companies please note we will require minimum 2 director signatures to close account**

Return to:

By Mail:

City of Victoria – Business Licence Liaison
1 Centennial Square
Victoria BC, V8W 1P6

Email:

businesslicence@victoria.ca

In Person:

Public Service Centre, Main Floor, City Hall
Development Centre, 2nd Floor, City Hall
8 a.m. – 4:30 p.m., Monday – Friday