



# CANNABIS - BUSINESS LICENCE APPLICATION

Finance Department  
 Business Licensing Division  
 City of Victoria  
 1 Centennial Square  
 Victoria, BC V8W 1P6

Account # (office use only)

For information or assistance completing this form, please contact the Business Licence Office at 250.361.0572 or by email at [businesslicence@victoria.ca](mailto:businesslicence@victoria.ca). You can mail your completed application to the above address.

**IMPORTANT:** The information required by this application is necessary to fully evaluate your request for a Business Licence. Incomplete forms will **not** be processed. Completion of this application does not guarantee approval of a Business Licence. Approved licences will be issued **only** upon receipt of payment of the Business Licence fee.

Conducting business without a Business Licence is an offence for which penalties are prescribed. The minimum penalty in this case is a fine of \$1000 per day, for each day that the offence continues, pursuant to Ticket Bylaw, Amendment Bylaw No.16-069. **Please be advised this document is subject to the Freedom of Information and Protection of Privacy Act and access can be requested.**

**PLEASE CHECK ALL THAT APPLY**

<input type="checkbox"/> New Business	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Incorporated Company	<input type="checkbox"/> Partnership
Original Business Start Date: ____/____/____ Number of Employees: ____ (not including owner/s) mm/dd/yyyy			
Business Address:			
City:	Province:	Postal Code:	
Business Phone:	Fax:	Cellular:	
E-Mail:		Business Website:	
<b>Nature of Business: Please Check One:</b>			
<b>Annual Business Licence Fee: \$5,000</b>		<b>Annual Business Licence Fee: \$500</b>	
<input type="checkbox"/> <b>Storefront Cannabis Retail</b>	<input type="checkbox"/> <b>Cannabis-Related (Cannabis Onsite)</b>	<input type="checkbox"/> <b>Cannabis-Related (No Cannabis Onsite)</b>	
A retail business where cannabis is sold or provided to a person who attends the premises.	A business where cannabis is: promoted, advocated, paraphernalia used in the consumption of cannabis is sold or provided, and cannabis is stored onsite.	A business where cannabis is promoted, advocated, and/or where paraphernalia used in the consumption of cannabis is sold or provided.	
Detailed Business Description:			
Business Operating Name:			

<b>Partnership Name(s):</b> (If you plan to operate the business with one or more partners)
<b>Limited / Incorporated Company Name:</b> (If you plan to operate the business as a separate legal entity, separate from yourself and your personal assets)
<b>Sole Proprietors Name:</b> ( If you plan to operate a business on your own, either under a business name or your own name)
<b>Mailing Address if different from business address:</b>

<b><i>Society / Limited / Incorporated Company</i></b>
Incorporation Number: _____
<input type="checkbox"/> <b>Yes, I have attached documents of Incorporation and Notice of Articles. (Photo copies accepted); or</b> <input type="checkbox"/> <b>I request that the city obtain the documents of Incorporation and Notice of Articles and acknowledge that I will pay a \$30 fee plus applicable taxes to the City of Victoria for this service.</b>

Completion of this application **does not guarantee approval of application**. Approved licences will be issued once review by all Departments is completed. Conducting business without a valid licence is an **offence** for which penalties are prescribed. Be advised that under Ticket Bylaw, Amendment Bylaw 16-069 the minimum penalty in this case is a fine of \$1000 per day, for each day that the offence continues

**IMPORTANT:** This information is being collected for the purpose of determining the applicant’s eligibility for a Business Licence in the City of Victoria pursuant to its Bylaw(s). In providing this information, you have consented to its use for the above-described purpose and declare that all the information provided herein is correct. This information may be shared with applicable City of Victoria departments and related agencies for the purpose of required inspections and approval of this licence application. Applicant has read and agrees to comply with the stated regulations and bylaws of the City of Victoria. Licences are effective from January 16 to January 15 of the following year and are non-transferable. **I understand I cannot commence business until such time as a business licence has been approved and issued. Storefront cannabis retailers that were in operation prior to July 28, 2016 may continue to operate without a business licence in compliance with the Cannabis-Related Business Regulation Bylaw No. 16-061 provided that rezoning is actively being pursued. All businesses are responsible for complying with operational requirements set out by bylaw, regardless of business licence status.**

**Checklist for applicant:**

- Application signed and completed in full
- Documents attached (incorporation) – *if applicable*
- Has provided all relevant Canadian Police Information Checks (CPIC), available from the Commissionaires
- Understands the operational requirements for security, health and safety as set out in the Cannabis-Related Business Regulation Bylaw
- Complies with the signage requirements and holds permits as necessary

Applicant’s Name (*Individual completing form*): \_\_\_\_\_

Applicant’s Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Date Stamp for office use only: