



BUSINESS LICENSE BYLAW

SCHEDULE "F" to consolidation Bylaw No. 663, 2012

A Bylaw requiring persons to hold a valid license to carry on a business and to pay fees in respect of the said license, as provided for in the *Local Government Act*.

The Council of the Corporation of the Village of Lytton in open meeting assembled, enacts as follows:

1. **Definitions** shall be those as in the *Local Government Act* unless the context requires otherwise.
2. **Administration and enforcement:**
 - 2.1 The responsibility for administration and enforcement is assigned to the Clerk;
 - 2.2 The Clerk shall have the power to grant, issue or transfer licenses in accordance with the *Local Government Act* and as hereinafter provided;
 - 2.3 The Clerk shall have the power to require security be given as set out in the *Local Government Act*;
 - 2.4 Notwithstanding 2(a) and 2(b), the Council may:
 - (a) pass a resolution that an application for a license be refused;
 - (b) pass a resolution that a license not be renewed, or may revoke a licence for reasonable cause after giving notice to and providing an opportunity for the licensee to be heard;
 - (c) hear an appeal from a person refused a license by the Clerk and may by resolution direct that a license be issued.
3. **Application and Licence Form(s):**
 - 3.1 The application for a license shall be in a format the same as, or similar to, Appendix "A" attached to and forming part of this bylaw and further shall be fully completed as required prior to the issuance of a license;
 - 3.2 The Licence shall show the name of the business and type (as listed in Appendix "B" and forming a part of this bylaw), the place of operation, the licence period and the fee paid, and further shall be in a format as prescribed from time to time by the Clerk, who may require that additional information be included;
 - 3.3 An owner, or operator, of a business shall, before changing the place of operation, make application for a transfer of their current license and all requirements as to zoning, building safety, health or other as indicated on the format contained in Appendix "A" and forming a part of this bylaw shall be in compliance prior to a transfer being granted.
4. **Fees and Licenses:**
 - 4.1 Licenses shall be issued on an annual basis, terminating on December 31st of each year;
 - 4.2 A separate Licence shall be required for each place in which a business may operate;

- 4.3 Fees shall be in the amounts as set out in Schedule "A" of Fees and Charges Bylaw 550, 2002, which may be amended from time to time;
- 4.4 An organization or student under the age of 16 years who sells products of any kind for charitable purposes shall not be required to obtain a Business Licence for that event;
- 4.5 No more than two (2) yard/garage sales may be held on a property within the municipality in any one calendar year unless application for a license is made and the appropriate fee is paid.

Offence:

A person who carries on a business for which a Licence is required under this bylaw without holding a valid and subsisting license for the business commits an offence and is punishable in accordance with the *Offence Act*.

5. **Repeal:**

Village of Lytton Business Licence Bylaw No. 444, 1994 is hereby repealed.

This Bylaw may be cited as "Village of Lytton Business Licence Bylaw No. 549, 2002".

READ A FIRST TIME this	22 nd day of July 2002.
READ A SECOND TIME this	22 nd day of July 2002.
READ A THIRD TIME this	22 nd day of July 2002.
RECONSIDERED AND ADOPTED this	12 th day of August 2002.

MAYOR

CLERK

I hereby certify that the foregoing is a true and correct copy of the Corporation of the Village of Lytton Business Licensing Bylaw No. 549, 2002.

CLERK

BUSINESS LICENCE APPLICATION

Village of Lytton, Bylaw 663, 2012

1. Trade Name of Business _____

2. Legal Name (if different) _____

3. Street Address (Business Location) _____

4. Business mailing address _____

5. Are renovations required _____. If yes, explain

6. Home, business phone, e. mail _____

7. Products/Service Sold _____

8. Number of Square Feet _____, Number of employees _____, Parking spaces _____

9. Hours of Operation _____ am to _____ pm, _____ through _____

10. (if hours not uniform, please provide details)

11. Have you operated a similar business before _____. If yes, please explain what, when and where _____

12. Name/Position of Applicant _____

13. _____
Signature of Applicant Date

14. CONDITIONS OF APPROVAL (Sec. 19 C.C. security) (Criminal Record Check etc)

15. Business CATEGORIES _____

16. FEES PAID \$_____. Receipt issues by

17. APPROVED _____
date

CAO Signature

APPENDIX "B"

BUSINESS LICENCE CATEGORIES

1. **AMUSEMENT** - includes such businesses as a Pool Hall, Video Arcade, Bowling Alley, Licenced Lounge, Theatre, etc.
2. **CONTRACTORS** - Equipment or Other including all building trades (roofers, carpenters, electricians, plumbers, etc).
3. **PROFESSIONAL SERVICES** - includes such services as a Barber, Hairstylist, Tailor, Photographer, Bookkeeper, Shoe Repair, Fitness Centre, Insurance Broker, Real Estate or Travel Agent, Dry Cleaning and/or Laundry facilities, Bank, Restaurant etc.
4. **PROFESSIONAL PRACTICE** - Physician, Dentist, Lawyer, Land Surveyor, etc.
5. **RENTAL SERVICES** - Hotel, Motel, Apartment Units or Other such as Manufactured Home Pads where more than 2 are rented.
6. **REPAIR SERVICES** - Appliance, Equipment, Vehicle and the like when separate from Sales category.
7. **SALES** - May be combined with 1, 3, 6 above and pay one fee if operating from the same location: Door to Door or by Mail Order, Retail including Automobiles and the like (new or used), a Drugstore, Convenience Store, General Store, Hardware Store and the like including Second Hand/newly crafted goods.
8. **MOBILE VENDORS** – Flea market, garage sale and farmer’s market type of sales.