



Direct Sellers Business License Application

For Office Use Only:

Application Date: _____ DS _____ CUST ID: _____ Total Fees Due: _____

Please make cheque payable to: City of Prince Albert

Forward the completed application form, any necessary supporting documents, and payment to: **City of Prince Albert
Planning & Development Services
1084 Central Avenue
Prince Albert, SK S6V 7P3**

Application Type (Please check)

License Fee: **\$100** License Year _____ New Business License Business License Renewal

A **direct seller** means a person who is licensed with the Province under the Direct Sellers Act and who:

- (i) goes from house to house selling or offering for sale or soliciting orders for the future delivery of goods or service;
- (ii) by telephone offers for sale or solicits orders for the future delivery of goods or services; or
- (iii) does both of the things mentioned in sub clauses (i) and (ii) or;
- (iv) does not have business premises, including a home based business, in the City of Prince Albert.

- **Proof of registration under the Direct Sellers Act is required along with this application.**
- **The license issued through this application is only valid for the direct seller or applicant named below.**
- **If you reside within the City of Prince Albert, you should apply for a home based business license.**

Inter-Municipal Business License \$250

Must have an annual business license in one of the following participating municipalities:

The City of Prince Albert The Town of Shellbrook The Town of Rosthern The Town of Duck Lake

Business License Number: _____

Business Information (Please print clearly)

I do not want this address on the Business License Directory

Business Name: _____

Owner Name: _____

Direct Seller or Applicant Name: _____

Mailing Address: _____

Unit # Building # Street Name

City Province/State Postal/Zip Code

Phone: _____ Fax: _____

Email: _____ Website: _____

Contact: _____ *PST #: _____

*ISC Entity #: _____ *AT LEAST ONE OF THE NUMBERS IS REQUIRED

Documentation

Please include photocopies of the following with each application:

- Company Direct Seller's License with the Province of Saskatchewan
- Individual or Salesman Direct Seller's License with the Province of Saskatchewan (if applicable)
- Seller's Consultant Card or Company Identification Card
- Photo Identification of the Applicant

Note: If there is any contractor work involved (installation, set up, etc.) after the sale of the product, the company will also require a Transient Trader Business License to cover the contractors operating in Prince Albert.

Business Description (Please print clearly)

Please describe the primary function and product of the business:

Please Note: This is an application only. If your application is approved, you will receive confirmation from Planning & Development Services. Your application is not approved until you receive your license from the City of Prince Albert.

You may be required to apply for additional permits or site inspections with the Planning and Building Divisions of Planning & Development Services before your application may be approved.

- ❖ The *Business License Bylaw* No. 2 of 2014 requires all businesses to obtain a Business License before beginning operation.
- ❖ With a few exceptions, licenses will be valid until the end of each calendar year (December 31).
- ❖ Changes to the information on the application require that Planning & Development Services be notified through new application for the license to be updated and considered valid.
- ❖ The City of Prince Albert license must be able to be produced upon request.

For more information, please call 306.953.4384, fax 306.953.4380 or visit our website at www.citypa.ca.

Acknowledgement of Responsibility

Information on Policies and Bylaws can be found on the City of Prince Albert website www.citypa.ca.

- I am aware that I am required to comply with all municipal and provincial rules, regulations, bylaws, etc. while operating in the City of Prince Albert.
- I am aware that I will not receive a renewal invoice for following years and that I must renew through reapplication to Planning & Development Services each year of operation in the City of Prince Albert
- I agree to operate my business as required under the *Business License Bylaw*.

Applicant Signature: _____ Date: _____

For Office Use Only:

Last Updated: 12/07/17

Checked by: _____

Proposed Use: _____

Date Checked: _____