



**Westbank First Nation  
Business Licence Application  
Submit Application: [bl@wfn.ca](mailto:bl@wfn.ca)**

To be completed and submitted to the WFN Business Licence Officer prior to commencing any business on WFN lands.

**Business Information**

Name of Business: \_\_\_\_\_

Description of Business: \_\_\_\_\_

Physical Address: \_\_\_\_\_ I.R.# \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

PIN: \_\_\_\_\_ Plan: \_\_\_\_\_ Lot: \_\_\_\_\_ Zoning: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

Notice Address \_\_\_\_\_ Postal Code: \_\_\_\_\_  
(If different than mailing address)

No. of Units: \_\_\_\_\_ No. of Stations: \_\_\_\_\_ Area: \_\_\_\_\_ m<sup>2</sup> No. of Professionals: \_\_\_\_\_

Would you like your business listed in the WFN Business Directory?: Yes  No

**Owner Information**

Name of Owner 1: \_\_\_\_\_ WFN Member?: Yes  No

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Owner 2: \_\_\_\_\_ WFN Member?: Yes  No

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

If there are additional owners, please attach a separate sheet with the above information for each.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_  
Applicant or Owner (Circle one)

**Approvals (To be completed by the Business Licence Officer)**

Approved by: \_\_\_\_\_ Classification : \_\_\_\_\_ Fee: \$ \_\_\_\_\_

\_\_\_\_\_ Building \_\_\_\_\_ Zoning \_\_\_\_\_ Fire \_\_\_\_\_ Health \_\_\_\_\_ Insurance \_\_\_\_\_ Other: \_\_\_\_\_

Temporary Business Licence valid from: \_\_\_\_\_, 20\_\_\_\_ to: \_\_\_\_\_, 20\_\_\_\_.



# Westbank First Nation Business License Application

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## Guide and Instructions

### PLEASE READ CAREFULLY BEFORE COMPLETING A BUSINESS LICENCE APPLICATION

#### General

Every person who carries on a business or provides a service of any kind on Westbank First Nation lands is required to hold a valid license to do so. A business license must be obtained before commencement of the business or service.

#### Application

A completed Business License Application Form must be submitted for approval to the WFN Business License Officer. The WFN Business License Officer can be contacted by calling WFN offices at (250) 769-4999 between 8:30am and 4:30pm, Monday to Friday.

#### Approvals

Please note that some businesses require approvals issued by other agencies such as the West Kelowna Fire Department, Health Canada and WFN Engineering. It is the responsibility of the applicant to ensure that they have these approvals in place before submitting a Business License Application Form. The Business License Officer will only issue a Business License where the applicant has supplied proof of all required approvals. For information concerning what approvals your business might require, contact the WFN Business License Officer by calling WFN offices at (250) 769-4999 between 8:30am and 4:30pm, Monday to Friday.

#### Addresses

The Physical Address is the address of the physical location of your business. The Mailing Address is the address to which you would like your business mail to be sent. The Corporate Address is the address of the registered records office of your business. If these addresses are the same, please write "Same as above" in the space provided.

#### Zoning

All proposed businesses must comply with WFN zoning laws. It is the responsibility of the applicant to ensure that their business complies with these laws. The Business License Officer will only issue a Business License where the proposed business complies with all WFN zoning laws.

#### Fees

Business License fees are set out in the Schedule to the WFN *Business License Law 2005-17*. The full fee is payable at the time of application and a Business License will not be issued until the applicable fee is paid in full. Fees are prorated after July 1 for the initial application. Business licenses must be renewed annually on January 1.

#### For questions concerning other approvals please contact:

First Nations Health Authority - Dionne Sanderson (778) 940-1135 or [Dionne.Sanderson@fnha.ca](mailto:Dionne.Sanderson@fnha.ca)  
West Kelowna Fire Department - Terry Savin (778) 797-3200  
WFN Building Inspection - Grant Trask (250) 769-2431  
WFN Utilities Inspection (250) 707-3332

#### For questions concerning this application please contact:

WFN Business License Admin - Melody Frank [mfrank@wfn.ca](mailto:mfrank@wfn.ca)  
Suite 201 - 515 Hwy 97 South  
Kelowna BC V1Z 3J2  
Phone: (250) 769-4999  
Fax: (250) 769-2441