District of Saanich
770 Vernon Avenue
Victoria BC V8X 2W7
t. 250-475-5401
f. 250-475-5444
businesslicence@saanich.ca

District of Saanich Business Licence Change Request Form

LEGISLATIVE AND PROTECTIVE SERVICES

Change Type (check one) **Note: Application must be completed in full.**

☐ Business Name ☐ Contact Information (Email or Phone Number) ☐ Mailing Address ☐ Closing Account

Note: If the business location has moved, please fill out a business licence application form. Business location changes submitted on this form will not be accepted.

Current Business Name:	**New Business Name:**	**Business Account Number or Licence Number:**

Licencee Contact Information	
First Name	Last Name
Email:	Phone Number:
Onsite Contact First Name	**Onsite Contact** Last Name
Email:	Phone Number:

Business Information - Change of Mailing Address only		
Mailing Address	City	Postal Code

By submitting this change request form, the listed applicant hereby declares that all the information is correct and that they will comply with the bylaws and regulations of The District of Saanich.

Applicant's Signature **Print Name** **Date**

This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for processing this application. Questions can be directed to the District's Privacy Officer at 770 Vernon Avenue, Victoria BC V8X 2W7 t. 250-475-1775, email foi@saanich.ca