



If you are changing the name of your business, please complete the Business Licence Name Change Form and submit it to the Bylaw, Licensing & Community Safety Department.

Business licences are not transferable. Any person who acquires a business or a controlling interest in any business from any person licensed under the Business Licence and Regulation Bylaw shall make application for a new business licence. It is the responsibility of the previous owner to close his/her account with the City of Maple Ridge by completing a Business Closure Form.

Today's Date

**CURRENT** BUSINESS NAME

**NEW** BUSINESS NAME

Business Licence Number (IF KNOWN)

Date of change

Business Address

Business Phone #

Business Fax #

Email Address

Website Address

Business Owners Name

Business Owner Signature

Business licences are public records that are available for inspection upon request at the Municipal Hall. The municipality may also use business licence information, including those of home-based businesses for publication on the municipal website. All information gathered for business licensing purposes is managed in accordance with the provisions of the Freedom of Information (FOI) and Protection of Privacy Act. If you have any questions or for more information about this, please contact the City's Legal & Legislative Department at 604-463-5221 and ask to speak to the FOI Head, or send an email to [clerks@mapleridge.ca](mailto:clerks@mapleridge.ca)