



The Town of Bay Bulls

P.O. Box 70, 2 Southside Side Rd, Bay Bulls, NL A0A 1C0

Telephone: (709) 334-3454 | Fax: (709) 334-3477

Email: info@townofbaybulls.com

Application Number

Office Use Only

Date Received _____

Business Application

APPLICANT INFORMATION:

Applicant Name: _____

Mailing Address: _____ Postal Code: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____ Fax: _____

Email Address: _____

Property Owner: _____

BUSINESS INFORMATION:

Business Address: _____ Postal Code: _____

Business Trade Name: _____ Business Legal Name: _____

Business Description: _____

**Additional information may be included on the back of this form.*

Home office: Yes No

**A home office is a secondary use of a dwelling unit by at least one of the residents of such dwelling unit to conduct a gainful occupation or business activity with such occupation or business activity being restricted to office uses which does not involve visitation by clients, customers, or the general public to the site, nor the employment of non-residents, and subsidiary to the residential use. **

Official Start Date: _____

Size and Location of Space Being Used: _____

Number of Employees: _____ Full-Time: _____ Part-Time: _____

Is this Business Registered with: Provincial Government Federal Government

Non-Profit Organization: Yes No

Will there be any construction work required (includes renovations, additions, electrical, etc.)? Yes No

**If YES, a separate building/development application must be submitted. **

I, _____ of _____ in the Province of Newfoundland and Labrador, solemnly declare that the plans, specifications, and statements herein conform to the requirements of the Town of Bay Bulls and are made with full knowledge of the circumstances connected with same. I declare that all regulations will be complied with now in force or which may hereafter come into force in the Town of Bay Bulls, whether specified herein or not. I make this solemn declaration, conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Date

Applicant Signature

Date

Property Owner Signature (If property is not owned by Applicant)

PLEASE NOTE: APPLICATIONS WILL NOT BE CONSIDERED UNLESS ALL REQUIRED INFORMATION AND SUPPORTING DOCUMENTATION ARE PROVIDED.

BUSINESS TYPE (please select):

<input type="checkbox"/> Antiques	<input type="checkbox"/> Art Gallery
<input type="checkbox"/> Funeral Home	<input type="checkbox"/> Food Services/Catering
<input type="checkbox"/> Pet Services	<input type="checkbox"/> Brokerage
<input type="checkbox"/> Accounting/Bookkeeping/Tax Preparation	<input type="checkbox"/> Recycling
<input type="checkbox"/> Farming	<input type="checkbox"/> Bakery
<input type="checkbox"/> Real Estate	<input type="checkbox"/> Home Décor/Party Décor
<input type="checkbox"/> Home Office	<input type="checkbox"/> Recording/Music Studio
<input type="checkbox"/> Bed & Breakfast (# of rooms? _____)	<input type="checkbox"/> Salon/Spa/Barber Shop
<input type="checkbox"/> General Contracting	<input type="checkbox"/> Cleaning Services
<input type="checkbox"/> Retail Sales/Merchandising	<input type="checkbox"/> Liquor Store
<input type="checkbox"/> Bars/Lounges/Taverns/Pubs	<input type="checkbox"/> Service Station
<input type="checkbox"/> Grocery Store /Restaurant/Take-out	<input type="checkbox"/> Crane Services
<input type="checkbox"/> Consulting	<input type="checkbox"/> Photography
<input type="checkbox"/> Hobby Farm	<input type="checkbox"/> Computer/Software/Electronics
<input type="checkbox"/> Roadside Vendor	<input type="checkbox"/> Tourist Accommodations
<input type="checkbox"/> Child Care (# of children? _____)	<input type="checkbox"/> Tour Operator
<input type="checkbox"/> Inspection	<input type="checkbox"/> Convenience Store
<input type="checkbox"/> Surveyor	<input type="checkbox"/> Music Lessons
<input type="checkbox"/> Vehicle Maintenance	<input type="checkbox"/> Courier/Deliveries
<input type="checkbox"/> Industrial Supplies	<input type="checkbox"/> Dentist
<input type="checkbox"/> Signage/Graphics/Printing	<input type="checkbox"/> Optical
<input type="checkbox"/> Construction/Excavating/Trucking/ Land Development	<input type="checkbox"/> Transportation Service (cabs, limos, buses, etc.)
<input type="checkbox"/> Self-Storage	<input type="checkbox"/> Decorating/Sewing/Floral
<input type="checkbox"/> Communications	<input type="checkbox"/> Photography
<input type="checkbox"/> Law Firm	<input type="checkbox"/> Vehicle Sales
<input type="checkbox"/> Engineering	<input type="checkbox"/> Pharmacy
<input type="checkbox"/> Mobile Vendor	<input type="checkbox"/> Fabrication
<input type="checkbox"/> Property Maintenance/Landscaping	<input type="checkbox"/> Woodworking
<input type="checkbox"/> Financial	<input type="checkbox"/> Physio/Message Therapy
<input type="checkbox"/> Other: _____	

APPLICANT SIGNATURE OF AGREEMENT:

I hereby submit this application and confirm that the information supplied is to the best of my knowledge correct. I agree to comply with all Municipal Regulations and agree to develop in accordance with the plans approved by the municipality, and not to commence development without applicable written approval and permits from the Town of Bay Bulls.

Note: Where the applicant and property owner are not the same, the signature of the property owner will be required before the application can be accepted for processing.

***IMPORTANT- Any cost(s) incurred by the Town will be billed back to the owner (example: Discretionary Use or Variance Advertisement)**

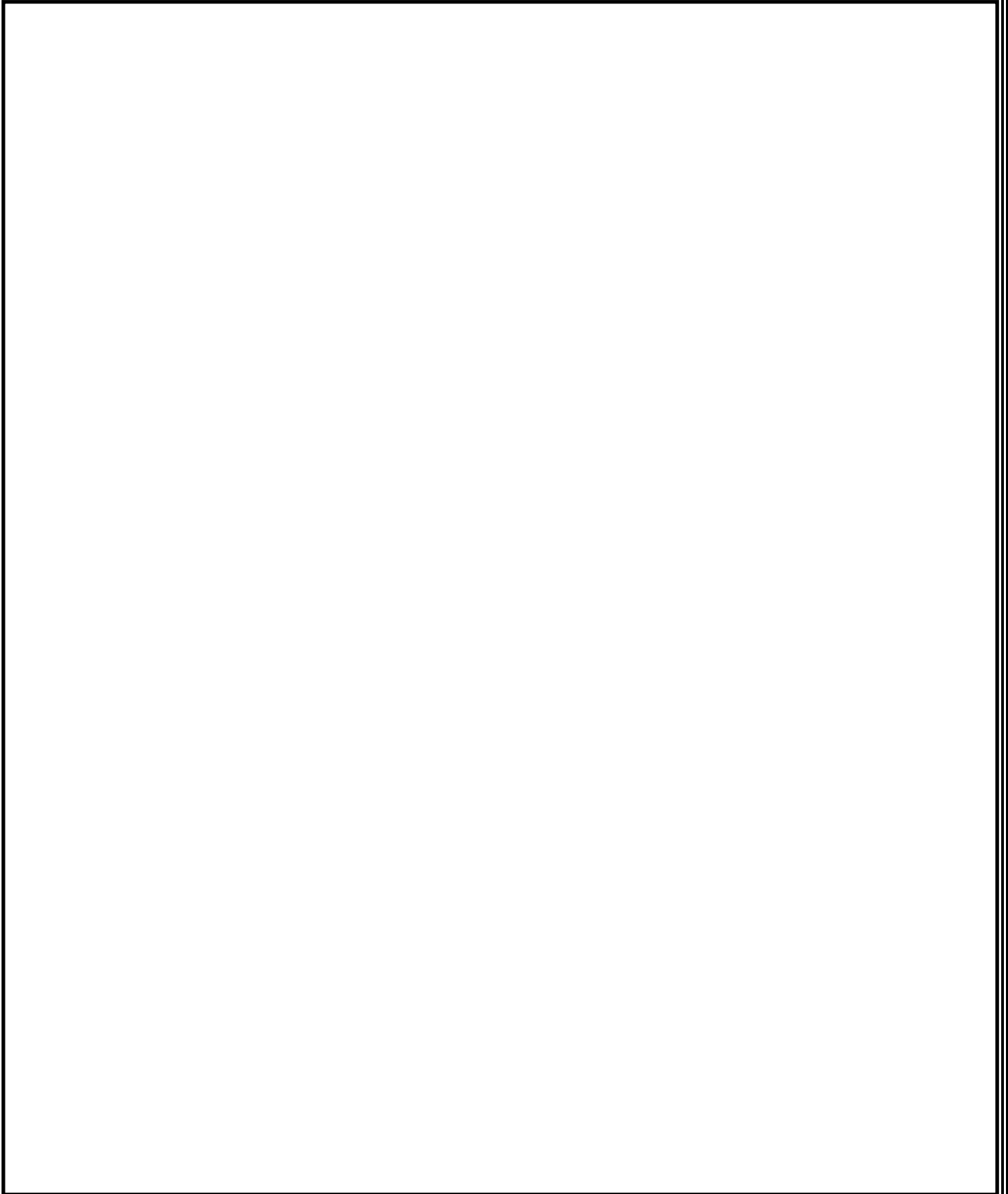
Applicant Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

Would you like to be included in the Town's Business Directory? Yes: No:

MANDATORY SECTION Use the space below to provide a sketch/schematic that shows:

- dimensions, location, and shape of the property as well as the adjacent properties
- any relevant features such as parking spaces, accessibility measures, access road(s), etc.
- sketch the preliminary floorplan of the business with measurements and descriptions

A large, empty rectangular box with a double-line border, intended for a sketch or schematic. The box is currently blank.

PLEASE REVIEW & SIGN

Collection, Use and Disclosure of Personal Information

Personal information means *recorded* information about an *identifiable* individual, including the individual's name, address or telephone number. The full definition of personal information can be found in Section 2 (u) of *ATIPPA*.

We may collect and retain personal information for a number of reasons.

Examples include:

- Permit Applications
- To communicate with you about our services
- To collect taxes
- To communicate any changes or disruptions in services

Any personal information will be collected in compliance with *ATIPPA*. Information will only be used for the intended purpose, a related purpose, or another use authorized by *ATIPPA*.

You should be aware that under these guidelines, personal information you provide may be disclosed in the following documents:

- An Access to Information Request, where the disclosure would not be an unreasonable invasion of privacy
- Correspondence tabled at a public meeting; or
- Public documents
 - Adopted Minutes
 - The Assessment Roll
 - Regulations
 - The Municipal Plan
 - Open Public Tenders
 - Financial Statements
 - Auditor's Reports
 - Adopted Budgets
 - Contracts
 - Orders
 - Permit
 - Any documents tabled at a public meeting

If you do not wish to have your personal information disclosed in a public document or tabled at a public meeting, please indicate this in your correspondence. We will take your concerns into account but cannot guarantee the information will not be disclosed. By signing you are giving permission for your personal information to be tabled with this application at a public meeting.

Application Process

As part of the application process a site visit will be conducted to ensure the accuracy of the information provided by the applicant as well as compliance with the Town's policies/regulations.

- Prior to submitting the application, the applicant will be required to mark the area of the proposed development on the property for the purposes of a site visit to be completed by Town staff. Markings must reflect the measurements/dimensions of the proposed structure as included on this application.
- Once the application is received by the Town, a site visit/inspection may be conducted at any time prior to the public meeting.
- Information collected during the site visit will be included with the application for Council's review and consideration at the regular monthly public meeting.

If the application is approved:

- The applicant will be notified of approval and any specific conditions that may be required as part of the development.
- Once the conditions have been met, the applicant can arrange for payment of any applicable fees, deposits and/or outstanding taxes and the permit will be issued.
- Once the permit has been issued, and site work has commenced, the town may perform an inspection to ensure that the conditions attached to the permit and the towns policies/regulations are being met.
- Failure to comply with the conditions of the permit and/or any town policies or regulations may result in a "Stop Work Order" being issued.

If the application is denied:

- The applicant will be notified that their application has been denied.
- The applicant will have the option to file an appeal with the Eastern Regional Appeal Board.
- The applicant may choose to submit a new application. The new application must contain new information or a material change to the proposed development.

Appeals:

- Any interested party has a right to appeal a decision of Council to the Eastern Regional Appeal Board Department of Climate Change, Environment and Municipalities, P.O. Box 8700, St. John's NL A1B 4J6, within 14 days of the date of the decision.

Signing of this document provides acknowledgement that you have read and understand the requirements of the ATIPPA legislation as well as the Town's application and permit process.

Print Name: _____

Signature: _____

Date: _____