

# BUSINESS LICENCE ACCOUNT CANCELLATION FORM



## BUSINESS LICENCE DETAILS

Account number: \_\_\_\_\_  
Business name: \_\_\_\_\_  
Business address: \_\_\_\_\_  
Date of closure: \_\_\_\_\_

## REASON FOR CANCELLATION *(Select one of the following):*

- The business is no longer operating (i.e. closed)  
 The business has been sold or transferred to a new owner  
 The business has moved to a new location (please provide the new address below)
- \_\_\_\_\_

## CONTACT DETAILS

Name: \_\_\_\_\_

What is your relationship to the business:  
(owner, manager, etc.) \_\_\_\_\_

**Acknowledgment:** I understand that this business licence account will be canceled at my request. The licence will be terminated in accordance with section 22 of Bylaw 20002 – Business Licence Bylaw (the "Bylaw") and, if the expiry date has not already passed, the term of the licence will immediately end. I acknowledge that a new business licence will be required in order to resume operation of this business, or to begin operating any other business in Edmonton. Before a new licence may be issued, the business must meet all applicable application requirements, and the completed application must be approved by the City of Edmonton in accordance with the Bylaw. Operating a business without a valid business licence is an offense under the section 4 of the Bylaw and may result in a minimum fine of \$500 for each day the business is found to be operating without a licence.

Signature:

Date: \_\_\_\_\_

IMPORTANT: Personal information is collected for the purpose of administration of Edmonton Bylaw 20002 – Business Licence Bylaw and will be used to assess all matters relevant to the termination of your licence and cancellation of your business licence account. Collection is authorized under section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is managed and protected in accordance with the Act. The information in this form may be shared with other applicable government bodies or enforcement agencies for the purposes of notifying the affected entities of the termination of your business licence. Questions about the collection? Please contact Service Advisor, Edmonton Service Centre, 2nd floor, 10111 – 104 Avenue NW, Edmonton, AB, T5J0J4, or [businesslicenceapplications@edmonton.ca](mailto:businesslicenceapplications@edmonton.ca).

## SUBMIT YOUR REQUEST

**By email:** [businesslicenceapplications@edmonton.ca](mailto:businesslicenceapplications@edmonton.ca)

**By Mail or in-person at:**  
2nd Floor, Edmonton Tower  
10111 104 Avenue  
Edmonton AB T5J 0J4  
Monday – Friday, 8am to 4:30pm

## NEED HELP?

Phone: **311** or  
if outside of Edmonton:  
780-442-5311

## INFORMATION

For additional information,  
visit: [edmonton.ca/businesslicences](http://edmonton.ca/businesslicences)

