



Town of Sylvan Lake
Municipal Government Building
5012 – 48 Avenue
Sylvan Lake, AB T4S 1G6
T 403-887-2141 F 403-887-3660
sylvanlake.ca; bl@sylvanlake.ca

Full Name of Applicant
(first, middle & last names) _____

Date of Birth of Applicant _____

Does the Applicant have a Criminal Record? Yes ☐ No ☐

If “**Yes**” provide a copy of the Disclosure of Criminal Record Information

If the Applicant is a corporation, the Applicant must supply the above information for all Primary Managers, Owners, Partners, Directors and Officers of the Corporation (attach to application)

EMPLOYEES

How many employees? _____

**Full list of ALL employees must be included. Complete the following information for each employee.
(if additional employee space is required attach the information to the application)**

Full Name of Employee
(first, middle & last names) _____

Job Title of Employee _____

Date of Birth of Employee _____

Does the Employee have a Criminal Record? Yes ☐ No ☐

If “**Yes**” provide a copy of the Disclosure of Criminal Record Information

Full Name of Employee
(first, middle & last names) _____

Job Title of Employee _____

Date of Birth of Employee _____

Does the Employee have a Criminal Record? Yes ☐ No ☐

If “**Yes**” provide a copy of the Disclosure of Criminal Record Information

Full Name of Employee
(first, middle & last names) _____

Job Title of Employee _____

Date of Birth of Employee _____

Does the Employee have a Criminal Record? Yes ☐ No ☐

If “**Yes**” provide a copy of the Disclosure of Criminal Record Information

**This information must be kept current with the Licensing Inspector.
Updated information must be submitted to the Town within 24 hours of any changes.**

For More Information Please Contact:
Town of Sylvan Lake, 5012 – 48 Ave. Sylvan Lake, AB T4S 1G6 (403) 887-2141 (403) 887-3660 fax

The information is being collected under Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be protected under the provisions of the Act

SECONDHAND STORE BUSINESS LICENSE APPLICATION

List below the used items that will be sold

List below the new items that will be sold

Please note that a **Business License Application** must accompany this application

Signature of Applicant

Date

For More Information Please Contact:

OFFICE USE ONLY

Referral to Municipal Enforcement Yes ☐ No ☐

Business License # _____

Approved Date: _____

Comments: _____

Licensing Inspector _____ Date _____

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REGULATIONS PERTAINING TO A SECONDHAND STORE

Secondhand Store means a business that sells previously owned goods.

SECONDHAND STORE BUSINESS LICENSE APPLICATION

Every Secondhand Store licensee must:

- (a) not accept goods from a person under the age of 18 years;
- (b) maintain records in a form acceptable to the Licensing Inspector that contain:
 - (i) date and time of the goods received;
 - (ii) full name, residential address, date of birth, telephone number, gender, eye color, hair color and weight of the person submitting goods;
 - (iii) copies of 2 pieces of identification of the person submitting goods of which one must be a piece of government issued identification with photo;
 - (iv) description of the goods including the make, model, serial #, manufacturer's name, distinguishing marks;
 - (v) amount of money paid for the goods; and
 - (vi) the name of the employee that conducted the transaction;
- (c) make the above information available to an Officer upon request;
- (d) issue a receipt signed by the person submitting the goods that contains:
 - (i) the day, month and year the money is paid;
 - (ii) the amount of money paid;
 - (iii) the name and address of the business;
- (e) retain copies of the above receipts for 2 years after the date of the transaction;
- (f) identify goods received with an identification tag or sticker to associate the items with the record of the transaction;
- (g) not accept goods that have been altered;
- (h) retain the goods for a minimum period of 45 days (or 60 days if an Officer so requests).

Exempt items:

- (a) goods donated to a Secondhand Store for the purpose of re-sale to raise funds for a charitable cause;
- (b) books, magazines, comic books or other similar publications;
- (c) furniture;
- (d) rugs or carpets;
- (e) clothing;
- (f) sports trading cards;
- (g) building supplies such as windows, doors, flooring, fixtures or other similar items;
- (h) auto parts other than stereo systems;
- (i) antiques;
- (j) household goods such as cutlery, dishes, glassware, lamps or other similar items;
- (k) large electrical appliances such as refrigerators, freezers, stoves, washing machines, clothes dryers, dishwashers or other similar items; or
- (l) any goods declared exempt by the Town.