



6300 Hammond Bay Road, Nanaimo, BC V9T 6N2  
 Telephone (250) 390-6510 – Nanaimo or (250) 954-3809 – Parksville/Qualicum  
 Toll Free 1-877-607-4111 Fax (250) 390-7511

## APPLICATION FOR HOME-BASED BUSINESS REGISTRY

BUSINESS REGISTRY NO.	HBB-0_____
File No.:	3220-20-HBB
Date of Application:	_____
Map Reference:	_____ EA: _____
Zoning:	_____
Building Inspection:	<input type="checkbox"/> Yes <input type="checkbox"/> No

**\*\*\*Please Complete a Separate Form for Each Home Based Business Located on the Property\*\*\*  
 \*\*\* Please Note a Site Visit may be Required as Part of the Application Process\*\*\***

Type of Application:  New  Change of Address  Other

Name of Business*:	_____	Telephone*:	_____
Name of Owner:	_____	Fax*:	_____
Address*:	_____	Cell Phone:	_____
	_____	Email*:	_____
Mailing Address:	_____	Website*:	_____
Legal Description:	_____		

### THIS SECTION MUST BE COMPLETED IN FULL (refer to Home Based Business Brochure for assistance in completing this section)

Business Location (check all applicable):	<input type="checkbox"/> Dwelling Unit <input type="checkbox"/> Attached Garage <input type="checkbox"/> Accessory Building	Business Premises Floor Area (sq ft): _____	<input type="checkbox"/> Dwelling Unit <input type="checkbox"/> Attached Garage <input type="checkbox"/> Accessory Building
Number of on-site parking spaces:	_____	Number of Employees:	_____ Owners _____ Full-Time Employees _____ Part-Time Employees
Number of on-site signs (one is permitted):	_____	Parcel Size:	_____ Hectares / Acres
Dimensions of Sign (indicate measurement type):	_____ m <sup>2</sup> / ft <sup>2</sup>	Year Business Established:	_____
Location of Sign:	_____	Are retail sales offered on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your property in the Agricultural Land Reserve?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what percent of retail sales floor area is used for items not produced on site:	_____ %
Is this a mobile business? <i>If yes, you may be required to obtain business licences from other jurisdictions (ask for details)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	What are the current principal markets for your products/services?	<input type="checkbox"/> Local <input type="checkbox"/> Regional – Vancouver Island <input type="checkbox"/> Provincial <input type="checkbox"/> National <input type="checkbox"/> International
Is this a bed and breakfast operation? If yes, number of bedrooms used for B&B:	<input type="checkbox"/> Yes <input type="checkbox"/> No _____		

Please provide a complete description of your business operations\*:

\_\_\_\_\_

### APPLICANT'S ACKNOWLEDGEMENT

The Regional District does not by the granting of this registration represent to any person that the home based business to which this permit applies was in compliance with any or all regional land use regulations or that the Regional District, in any way, endorses the product or business. The granting of this permit does not relieve the applicant from conforming to all requirements of every pertinent bylaw and regulation enforced within the Regional District.

In consideration of the granting of this registration, I/We agree to release and indemnify the Regional District of Nanaimo, its board members, employees and agents from and against all liability, demands, claims, causes of action, suits, judgements, losses, damages, costs and expenses of whatever kind which I/We or any other person, partnership or corporation or our respective heirs, successors, administrators or assignees may have or incur in consequence of or incidental to the granting of this registration or any inspection, failure to inspect, enforcement or failure to enforce the Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987 and I/We agree that the Regional District of Nanaimo owes me/us no duty of care in respect of these matters.

I \_\_\_\_\_, hereby make application to the Regional District of Nanaimo for registration with the Home-Based Business Registry, in accordance with the particulars as stated in this application, and declare that the information provided is true and correct. I have reviewed the home-based business requirements. I have read the above agreement, release and indemnity and understand it. I undertake to comply with all Bylaws of the Regional District of Nanaimo and all other laws now in force or which may hereafter come into effect

- I give permission for information on this application to be included in the Home Based Business Registry and for information noted by an asterisk (\*) to be posted on the RDN website. I understand that I may be solicited by other organizations as a result of the Home Based Business Registry publication.
- I do not give permission for information noted on this application to be posted on the RDN website.

Applicant \_\_\_\_\_

Applicant \_\_\_\_\_

Date \_\_\_\_\_

The information provided on this form will be used to process your application and will be used for administration and economic development purposes. If you have questions about the use of this information, please contact Development Services, Regional District of Nanaimo at (250) 390-6510 – Nanaimo, (250) 954-3809 – Parksville/Qualicum, Toll Free 1-877-607-4111 or by email at [planning@rdn.bc.ca](mailto:planning@rdn.bc.ca) and located at 6300 Hammond Bay Road, Nanaimo, BC V9T 6N2

## STEPS FOR COMPLETING THE HOME BASED BUSINESS REGISTRY APPLICATION

The Home Based Business Registry is intended to promote economic development and tourism through home based businesses located in the Regional District. Registration is mandatory for all home based businesses located in the Regional District of Nanaimo, with the exception of those businesses located in the Coombs – Errington Area, Gabriola Island, or the member municipalities. However, home based businesses located in all RDN areas may register if they choose to do so.

If you are uncertain whether your property falls within an area affected by these regulations, please contact Development Services at the RDN for more information.

Please note that no fee will be charged for making application to the Home Based Business Registry.

The following is intended to clarify sections of the Home Based Business Registry application form. A separate application form should be submitted for each business located on the property. Applications must be submitted, in person, to Development Services, Regional District of Nanaimo, located at 6300 Hammond Bay Road, Nanaimo, BC. Staff will be happy to assist you with completion of the application.

Please note that information provided in sections identified by an asterisk (\*) on the application form will be posted on the RDN website and included in an annual catalogue listing RDN home based businesses.

### **Business Name**

Indicate the name of the home based business in this section.

### **Name of Owner**

Indicate the names of all owners for the home based business.

### **Address**

Indicate the street address of the home based business.

### **Address**

Indicate the mailing address of the home based business.

### **Communications**

Indicate the appropriate telephone and fax numbers, email and website information pertinent to the home based business.

### **Legal Description**

Indicate the legal description for the property where the home based business is located. This information can be obtained on the Certificate of Indefeasible Title for the property or on the property's assessment notice.

### **Business Location**

Check all boxes that are applicable to your business location. Note that an attached garage is considered to be one that shares a common wall with the dwelling unit and can be used as habitable area. Carports or enclosed garages separated by a breezeway are considered to be accessory buildings.

To determine the requirements for your property, note that the siting of a home based business on a parcel is related to the zoning and size of a property. In all instances, outdoor play areas for child care facilities are exempt from these provisions.

#### *Residential 1 (Parcel Less than 2000 m<sup>2</sup>)*

Located in dwelling unit or attached garage.

#### *Residential 1 (Parcel = 2000 m<sup>2</sup>) and 3, Rural 5*

Located in dwelling unit or attached garage.

#### *Other Zones Permitting Home Based Business*

Located in dwelling unit, attached garage or accessory buildings.

### **On-Site Parking Spaces**

Indicate the number of on-site parking spaces available on your property. The following number of parking spaces is required for home based business use on your property:

- Residential Use: 2 per single Dwelling Unit/Duplex  
*Single Dwelling Unit and Duplex*
- Home Based Business\* 2  
*\*Excluding Bed and Breakfast*
- Bed and Breakfast Facility 1 per bed and breakfast bedroom
- Employees 1 per non-resident employee

### **Signage**

Indicate the total number of on-site signs for the home based business. The dimensions of each sign should also be noted.

### **Agricultural Land Reserve (ALR)**

Indicate whether your property is located within the Agricultural Land Reserve (ALR). If you are unsure, please ask RDN staff for assistance.

### **Mobile Businesses**

If you reside in the Regional District of Nanaimo, but run a mobile business that operates in other jurisdictions as well, including the City of Nanaimo, City of Parksville and Town of Qualicum Beach, it is important you contact these other jurisdictions to determine if they have business licensing or other requirements. However, you are still required to make application to the Home Based Business Registry.

### **Bed and Breakfast**

Indicate the number of bedrooms being used for bed and breakfast operations. These operations must take place within a dwelling unit and must not be located in an accessory building. The number of bedrooms that can be used depends upon the zoning for your property. Please ask RDN staff for assistance.

### **Business Premises Floor Area**

Please list the total floor area (sq ft) used for business activity within each of the applicable areas.

### **Employees**

Indicate the number of people employed by the home based business. Business owners are considered those persons residing on the property. Full-time and part-time employees are considered non-resident persons involved with business operations.

### **Parcel Size**

Indicate total parcel size of the property (acres or hectares). If you are unsure, please ask RDN staff for assistance.

### **Business Established**

Indicate the year the business was established.

### **Retail Sales**

Home based business regulations now allow for 1/3 of the total retail sales floor area for items not produced on the property. Please indicate the percent of total floor area devoted to the sales of these items.

### **Principal Markets**

Indicate the principal markets for which you supply your product/service. Check all that are applicable.

### **Description**

Provide a brief description of the home based business operations. This information will be used to provide a description of your business on the RDN website. Please include a notation for location of signs on the property.

### **Applicant's Acknowledgement**

The applicant must sign the application form. If the home based business has more than one owner, then each owner should sign the application. Please indicate whether permission is granted to publish that information, as noted by an asterisk (\*), on the RDN website and in an annual catalogue listing.