



City of Coquitlam Vending Machine Supplement Form

Legal, Bylaw Enforcement & Licencing
3000 Guildford Way, Coquitlam, B.C. V3B 7N2
Phone: 604.927.3085 Fax: 604.927.3445

Vending Machine Only Attach to existing Business Licence

Bylaw No. 3882, 2007 requires all Vending Machines be licenced in accordance with Schedule "A" and pay the required fee of \$23.00 per machine.

Automatic Vending Machine means any machine or device that:

- a) is operated by or requires for the operation thereof the insertion of a coin, token, currency of any kind, credit card or bank card, and;
- b) sells or dispenses money, a service or goods, or provides music, recreation or amusement of any kind whatsoever.

Part 1 – Business Contact Information

Name of Business: _____ Existing B/L #: _____

Business Address: _____ City/Province: _____ Postal Code: _____
(Unit No. /Street No. /Street Name)

Phone: _____ Fax: _____ Email: _____

NOTE: Business contact information contained above is not considered personal information and will be released on request.

Part 2 – Vending Machine Information

Product/Service	Date Installed	Location	Owned By	# of Machines	Fees (office use only)
Total fee required with this licence:					

Part 3 – Applicant Statement

Prepaid #: _____ Date: _____

This Form Completed By: _____ Signature: _____
(Type or Print)

By signature hereon I declare that all information provided in support of this application is true and correct.

The personal information collected on this form is collected in accordance with the Freedom of Information and Protection of Privacy Act. The City has authority to collect your information for the purposes of administering the business licensing system in accordance with Division 9 of the Community Charter. Should you have any questions or concerns about the collection of your personal information, please call the Supervisor of Bylaw, Business Licencing & Animal Services at: (604) 927-3085.

Office Use Only:	Property Zoned: _____	Application Received By: _____	Date: _____
Approvals Required:	<input type="checkbox"/> Property Use _____	<input type="checkbox"/> Zoning _____	Health: <input type="checkbox"/> Required _____ <input type="checkbox"/> Notify Only _____
Classification: VM – Vending Machine	B/L# Issued _____	Rev. # _____	Fee: _____
Approved By Licence Inspector: _____	Date: _____	Issued Date: _____	Issued By: _____