

Appendix B: Business Licence Fee Schedule

1. Licensing Fees Set by Business Type

Business Type	2025 Fee
Adult Entertainment Business – Venue Non-Liquor Licence	\$3189.00
Automobile Leasing/Renting	\$354.00 (1-5 vehicles) \$712.00 (5+ vehicles)
Fuel Station	\$111.00 per nozzle
Services – Beauty	\$170.00 (first person) \$26.00 (each additional person)
Bed & Breakfast Accommodation	\$209.00
Book or Magazine Agent	\$178.00
Cannabis – Retail	\$3189.00
Contractor	\$178.00 (1-2 employees) \$22.00 (each additional employee)
Direct Seller	\$178.00
Event Promotion Services	\$178.00 (1-2 employees) \$22.00 (each additional employee)
Group Care Facility – child or adult	\$0.00
Hall – Rental * No licence required for a performance, concert, exhibition or entertainment, the entire proceeds of which are disbursed to non-profit or religious purposes.	\$846.00 (1 year) \$509.00 (1 month) \$255.00 (1 day)
Inter-Municipal Business Licence (IMBL)	Pursuant to Bylaw No. 8475, 2024 \$300.00
Laundromat	\$146.00 (first machine) \$21.00 (each additional machine)
Liquor Licence – Liquor Primary	\$1500.00
Liquor Licence – Liquor Primary Add On Fee for Other Business	\$399.00
Liquor Licence – Food Primary Licence Add On Fee	\$399.00
Liquor Licence – Patron Participation Add On Fee	\$399.00
Liquor Licence – Manufacturer Endorsement Add On Fee	\$399.00
Liquor Retail Store	\$3189.00
Liquor Licence – Private Club	\$0.00
Mobile Food Vending (Food Truck)	Pursuant to Bylaw No. 7850, 2016 \$58.00 (single event) \$209.00 (annual: 1-3 employees) \$304.00 (annual: 4+ employees)
Non-Profit Organization	\$0.00
Parking Lot	\$254.00
Pool Rooms and Billiard Halls	\$67.00 (per table) \$209.00 (minimum fee)
Secondhand Dealer	\$352.00
Street Entertainer / Busker	\$39.00
Street Vendor	\$209.00
Temporary Business Licence	\$125.00

Business Type	2025 Fee
Theatre	\$829.00 (1 year) \$509.00 (1 month) \$255.00 (1 day) Provided that each screen shall pay a separate fee.

2. Employee Based Business

Every person carrying on within the City of New Westminster any business, professional practice, trade, employment, occupation, calling, not herein before enumerated, shall pay to the City of New Westminster a fee specified as follows plus any applicable taxes:

Number of Employees		2025 Fee
1 – 3	Persons Engaged in the Business	\$209.00
4 - 10	Persons Engaged in the Business	\$304.00
11 - 25	Persons Engaged in the Business	\$577.00
26 - 50	Persons Engaged in the Business	\$1152.00
51 - 100	Persons Engaged in the Business	\$2347.00
over 100	Persons Engaged in the Business	\$3189.00

3. Vending Machines

For any person carrying on the business of operating vending machines the following fees per machine plus any applicable taxes apply:

Type of Vending Machine	2025 Fee
Confectionery, including beverages	\$40.00
Tobacco, cigars or cigarettes	\$85.00
Amusement when operated by coins greater than one cent when not part of an entertainment facility	\$60.00
Sale and/or distribution of newspapers	\$51.00
Coin operated laundry machines	\$18.00
ATM at locations other than at a financial institution	\$209.00
Any other vending machine	\$40.00

4. Rental Accommodation Fees

For any person carrying on the business of operating apartments, rooming houses, hotels, lodging houses, rental houses and any other place where rooms are available for rental for human habitation.

Type of Unit	Property Certified by the Crime Free Multi Housing Program	Property not Certified by the Crime Free Multi Housing Program
Hotels	\$19.00 /unit	
Housekeeping / Bachelor unit	\$32.00/unit	\$38.00/unit
1 Bedroom unit	\$48.00/unit	\$57.00/unit
2 Bedroom unit	\$64.00/unit	\$76.00/unit
3 Bedroom unit	\$80.00/unit	\$95.00/unit

5. Commercial Vehicle Fees

For any person carrying on the business of being a carrier of persons or chattels plus any applicable taxes:

Vehicle Type	2025 Fee
Class "A" – Taxi	Per vehicle: \$150.00 (carbon fuel or hybrid) \$30.00 (zero emission) \$0.00 (accessible) Plus: \$9.00 per vehicle if also displaying materials
Class "B" – Bus	\$89.00 per vehicle
Class "C" – Hearse	\$30.00 per vehicle
Class "D" – Limousine	\$30.00 per vehicle
Class "F" – Driver Testing/Training Vehicle	\$37.00 per vehicle
Class "L" – Accessible Vehicle	\$235.00 per vehicle
Class "P" – Pedicab	\$37.00 per vehicle

6. Business Licence Application Fees

The business types listed in the table below, shall be required to pay the corresponding non-refundable application fee upon submission of an application for a business licence.

BUSINESS TYPE	2025 FEE
Business Licence Application (excluding Liquor Primary and Cannabis Retail)	\$58.00
Mobile Food Vending (Food Truck) Application (Annual Licence)	\$58.00
Cannabis Retail Store Application	\$6256.00
Liquor Primary Application (initial application where local government input required)	\$1500.00
Change to existing Liquor Licence where local government input required	\$258.00