

November 2006

Fair Trading Act

Public Auction Licence

Definition:

An Auction Sales Business is an individual, partnership or corporation that engages in the business of holding sales by public auction, holds a sale by public auction, or advertises a sale by public auction. This includes a sale of goods in lots by public auction.

Licensing Requirements:

PLEASE NOTE: Failure to provide complete information will delay processing of your application and may result in a refund of your fees and closure of your file.

To get a licence for an auction sales business you must provide the following:

1. Completed [application](#) form
2. Security in the amount of \$25,000*. You may get this security in one of four ways:
 - [General Surety Bond](#)
 - [Cash Security Agreement](#) accompanied by
 - an [Irrevocable Letter of Credit](#), or
 - cash (including payment by bank draft, money order, certified cheque – all of these are payable to the Minister of Finance), or
 - a term deposit or other similar instrument in the name of the Minister of Finance, c/o Alberta Government Services, 3rd Floor, 10155 – 102 Street, Edmonton, Alberta, T5J 4L4, in trust for (name of licensee).
 - Letter from the Auctioneers' Association of Alberta (AAA) confirming that you are a member and are covered by its master bond for \$25,000.
 - Completed [General Surety Bond](#) form for \$10,000 and a letter from the AAA confirming that you are a member and are covered by its master bond for \$15,000.

* Note: The amount of security given is a minimum security requirement. The amount could increase at the discretion of the Director of Fair Trading. When setting the security amount, the Director can consider the following: the department's previous history with the business and its partners or directors, the business's financial history, and criminal convictions.

3. Completed [Trust Account Information](#) Form
Please note, trust money must be deposited in a financial institution that is registered in and is actively operating in Alberta.
4. A licensing fee of \$300. Your cheque should be made payable to the Minister of Finance. If you are applying in person, you may also pay this fee using Visa, MasterCard or cash. This fee is for a five-year licence. Licences take effect the date they are issued. The department will send you a notice and the appropriate form(s) before your licence needs to be renewed. Licence holders must notify Alberta Government Services in writing if the address on their business licence changes. If you want a licence for a limited term or for a specific date, please contact one of the licensing offices before you send in your application.

General Information:

1. An auction sales business must employ individuals to conduct the auctions who are either:
 - (i) 18 years of age or older,
 - (ii) are Canadian citizens or who have been residents of Canada for at least three (3) consecutive months immediately before the date of the sale or is a non-resident who is legally admitted to Canada under the *Immigration Act* (Canada),
 - (iii) have successfully completed an auction course recognized by the Director or have been an auctioneer in another jurisdiction for at least one (1) year, immediately prior to the date of sale,

OR

 - (iv) members in good standing of the Auctioneers Association of Alberta.

Legislation:

[Fair Trading Act](#)
[Public Auctions Regulation](#)

Copies of legislation can be obtained from the [Queen's Printer Bookstore](#) at:

Park Plaza
5 floor, 10611-98 Avenue
Edmonton, Alberta
T5K 2P7
Telephone: (780) 427-4952

To call a Government of Alberta office toll free (in Alberta), dial 310-0000 and follow the instructions.