



**SHORT-TERM RENTAL
BUSINESS LICENCE APPLICATION**
Legislative & Regulatory Services Department
Bylaw & Licensing Services Division
625 Pandora
Victoria, BC V8W 1P6

Application **must** be completed in full. You can submit your completed application and supporting documentation via email to str@victoria.ca, mail it to the above address, or fax it to 250.361.0205. All related documentation and information is available at www.victoria.ca/str. For information or assistance completing this form, please contact Bylaw Services at 250.361.0215 or email str@victoria.ca.

RESIDENCE TYPE (please check all boxes that apply):

- Single Family Dwelling

 Duplex
 Single Family Dwelling with Suite

 Triplex
 Condominium/Apartment

 Other (please specify): _____
 Update my information (if you need to make any changes to your existing application)

For Definitions please see Section 2 of the [Short-Term Rental Regulation Bylaw No. 18-036](#).

SHORT-TERM RENTAL ADDRESS:

Unit Number: _____ Address: _____

Postal code: _____

If your property is already advertised online, please list all listing IDs.

i.e. Airbnb.ca/rooms.LISTING_ID or vrbo.com/LISTING_ID

Is this your Principal Residence (the usual place where an individual makes their home)?

- Yes
 No

If 'Yes', please attach **two items** verifying principal residence to confirm this declaration (Proof of principal residence must include a copy of government issued identification, as well as one other item such as a recent utility bill or mail from Medical Services Plan or Canada Revenue Agency)

Do you own this residence?

- Own
 Rent

If there is more than one owner on title, or if you rent the above address, you are required to complete the **Owner Consent Form** within this application

Is this residence part of a Strata?

- Yes
 No

If part of a Strata, complete the *Strata Consent Form* within this application

OPERATOR (can be the owner, tenant, or management company; Check all that apply):**TYPE:**

- Sole Proprietors name:** (if you plan to operate the business on your own, either under your own name or a business name):

- Partnership Name(s):** (if you plan to operate the business with one or more partners):

- Limited / Incorporated Company Name:** (If you plan to operate the business as a separate legal entity, separate from yourself and your personal assets):

MAILING ADDRESS: _____

PHONE NUMBER: _____ **EMAIL:** _____

INCORPORATION INFORMATION: (if applicable)

- Incorporation Number:** _____

If applying as a Limited/Incorporated Company, have you included documents of Incorporation and Notice of Articles?

- Yes

- I authorize the City of Victoria to obtain the documents of Incorporation and Notice of Articles and acknowledge that a **\$30 fee** plus applicable taxes will be charged by the City of Victoria for this service [Administrative Fees Bylaw No. 04-40].

MANAGEMENT INFORMATION: (if applicable)

- Management Company:** _____ **Contact Name:** _____

Phone number: _____ **Email:** _____

Address: _____ **Business Licence No.** _____

DESIGNATED RESPONSIBLE PERSON (if managed by an agency, the designated responsible person can be a representative from this agency):

When the Operator is not available, this person serves as the primary contact for the short-term rental (a person who, at all times that the short-term rental is operated, has access to the premises and has the authority to make decisions in relation to the premises and the rental agreement).

Name: _____ Email: _____

Company Name (if applicable): _____

Address: _____ Phone Number: _____

The above Responsible Person has consented to the use of his/her contact information.



Owner Consent Form
Short-Term Rental
 Legislative & Regulatory Services Department
 Bylaw & Licensing Services Division
 City of Victoria
 625 Pandora
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<p>This is to certify that I _____, as the legal owner of _____ (Owner) _____ have read the Short-Term Rental Business Licence (address) application form submitted by _____ and consent to the above (Operator) premises being used as a Short-Term Rental in compliance with City of Victoria bylaws.</p> <p>I, the undersigned, confirm as the business owner(s)/operators(s) that the above noted information is true and will comply with ALL relevant provisions of the Short-Term Rental Regulation Bylaw No. 18-036 and all other applicable City Bylaws.</p>		
OWNER'S NAME:		
OWNER'S SIGNATURE:		DATE:
OWNER'S NAME:		
OWNER'S SIGNATURE:		DATE:
OWNER'S NAME:		
OWNER'S SIGNATURE:		DATE:

*If more than one (1) registered owner, all owners are required to sign the Owner Consent Form.



Strata Council Consent Form
Short-Term Rental
 Legislative & Regulatory Services Department
 Bylaw & Licensing Services Division
 City of Victoria
 625 Pandora
 Victoria, BC V8W 1P6

This is to certify that I _____, as **Strata Council Executive Member** for
 (Strata Council Executive Member; Must not be same as Operator)
 _____, have read the **Short-Term Rental Business Licence**
 (Address)
 application form submitted by _____. I can confirm that our Strata has no
 (Operator)
 bylaws prohibiting the above address from operating as a Short-Term Rental in compliance with
 City of Victoria bylaws.

OPERATOR'S NAME:		
OPERATOR'S SIGNATURE:		DATE:
STRATA COUNCIL EXECUTIVE MEMBER'S NAME:		
STRATA COUNCIL EXECUTIVE MEMBER'S SIGNATURE:		DATE:

SHORT-TERM RENTAL BUSINESS LICENCE – IMPORTANT INFORMATION

Completion of this application does **not** guarantee approval of application. Approved licenses will be issued **only** upon receipt of payment of the Short-Term Rental Business Licence fee. Operating a Short-Term Rental without a valid licence is an **offence** for which penalties are prescribed. A person found guilty of an offence under this Bylaw is subject to a fine of not less than \$250.00 and not more than \$500.00 for every instance that an offence occurs or each day that it continues (*Short-Term Rental Regulation Bylaw No. 18-036; Sec. 8*).

Licenses are effective from January 16 to January 15 of the following year, are non-transferable, and the licence fee(s) paid are non-refundable. Short-Term Rental Business Licenses must be re-applied for at the start of each calendar year, and must include up-to-date supporting documentation.

Please see website for:

- ❖ [Short-Term Rental Regulation Bylaw No.18-036](#)
- ❖ [Schedule D – Home Occupations; Zoning Regulation Bylaw No. 80-159](#)

Privacy Notification: This information is being collected for the purpose of determining the Operator's eligibility for a Short-Term Rental Business Licence in the City of Victoria pursuant to its Bylaw(s). In providing this information, you have consented to its use for the above-described purpose and declare that all the information provided herein is correct. This information may be shared with applicable City of Victoria departments and related agencies for the purpose of required inspections and approval of this licence application. The legislated authority to collect your personal information is Section 26 (c) of the *Freedom of Information and Protection of Privacy Act* and Section 3 (2) of the *Short-Term Rental Regulation Bylaw*. If you wish to obtain further information regarding the collection of your personal information, please contact the Information Access and Privacy Analyst Archives and Records Management, 1 Centennial Square, Victoria, BC V8W 1P6 250.361.0347 or email foi@victoria.ca.

Declaration:

I, the undersigned, confirm as the business owner(s)/operators(s) that the above noted information is true and will comply with ALL relevant provisions of the *Short-Term Rental Regulation Bylaw No. 18-036* and all other applicable City Bylaws. Further, failure to meet these obligations may result in the business licence being suspended or reported to City Council for possible revocation. **I understand I cannot commence business until such time as a Short-Term Rental Business Licence has been approved, paid in full, and issued.**

Operator's Name (*Individual completing form*): _____

Operator's Signature: _____ Date Signed: _____, 20 _____

Licence # (office use only)

Date Stamp (office use only)