



# SHORT-TERM RENTAL BUSINESS LICENCE APPLICATION

Legislative & Regulatory Services Department  
City of Victoria Bylaw & Licensing Services Division  
625 Pandora  
Victoria, BC V8W 1P6

Application **must** be completed in full. For information, or assistance completing this form, please contact Bylaw Services at 250.361.0215 or by email at [str@victoria.ca](mailto:str@victoria.ca). You can email your completed application and supporting documentation to [str@victoria.ca](mailto: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](http://www.victoria.ca/str).

### 1. Please check all that apply:

- |   |   |
|---|---|
| <input type="checkbox"/> Condo                  | <input type="checkbox"/> New Licence              |
| <input type="checkbox"/> Single Family Dwelling | <input type="checkbox"/> Annual Re-application    |
| <input type="checkbox"/> Secondary Suite        | <input type="checkbox"/> Update info              |
| <input type="checkbox"/> Garden Suite           | <input type="checkbox"/> Other changes (specify): |
| <input type="checkbox"/> Other (specify):       |   |

### 2. Owner / Tenant Information:

Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Business Operating Name (if applicable): \_\_\_\_\_

**Please attach documents of Incorporation and Notice of Articles if you are using a company name (photo copies accepted)**

### 3. Short-Term Rental Address:

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Unit Number (if applicable): \_\_\_\_\_

### 4. Is this your principal residence? (Residential address and specific unit where you live and use for bills, identification, taxes, and insurance.)

- Yes  
 No

**If 'Yes', please attach two items verifying principal residence to confirm this declaration** (Proof of principal residence must include a scanned copy of government issued identification. Examples of acceptable proof of residence include a recent utility bill, drivers licence or any mail from Medical Services Plan or Canada Revenue Agency.)

### 5. Do you own this residence?

- Own  
 Rent

### 6. If you rent the above address, do you have the permission from the legal owner to operate a short-term rental?

- Yes  
 No  
 N/A

If 'Yes', please attach your signed *Owner Consent Form* to confirm this declaration

**7. Do your strata bylaws allow short-term rentals?**

- Yes  
 No  
 There is no strata council for this residence

If 'Yes', please attach your signed *Strata Council Consent Form* to confirm this declaration

**8. Have you previously held a Business Licence for Transient Accommodation at this address?**

- Yes  
 No

Business Licence Number (if applicable): \_\_\_\_\_

**9. When the Owner / Tenant is not available, who will serve as the designated Responsible Person to operate as the primary contact for this short-term rental?** (A person who, at all times that the short-term rental is operated, has access to the premises and authority to make decisions in relation to the premises and the rental agreement.)

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Completion of this application does **not** guarantee approval of application. Approved licences 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 \$100.00 and not more than \$10,000.00 for every instance that an offence occurs or each day that it continues (Bylaw No.18-036 Sec. 8).

**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 [foi@victoria.ca](mailto:foi@victoria.ca).

**Important:** Operator has read and agrees to comply with the stated regulations and bylaws of the City of Victoria, specifically including Schedule D of the Zoning Regulation Bylaw (No. 80-159) and the Short-Term Rental Regulation Bylaw (No. 18-036). Licences 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 Licence's **must** be re-applied for at the start of each year. **I understand I cannot commence business until such time as a Short-Term Rental Business Licence has been approved and issued.**

Operator's Name (*Individual completing form*): \_\_\_\_\_

Operator's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_, 20 \_\_\_\_\_

Date Stamp (office use only)

Licence # (office use only)