



Legislative and Regulatory Services Department
Bylaw and Licensing Services Division
1 Centennial Square
Victoria, BC V8W 1P6

str@victoria.ca
victoria.ca/str

2024 Short-Term Rental Business Licence Application

Important Notice:

If at some point you become ineligible to operate a short-term rental as a result of regulation changes, you will not be reimbursed or receive a discount on your licence fee.

This application must be completed in full and submitted with all required supporting documents. You can submit your completed package by email to str@victoria.ca, or mail it to the above address.

Any submissions that do not meet the requirements above will result in having to reapply. Owner and Strata Consent must be provided by signing page 5 and 6 of the application.

All related documentation and information are available at victoria.ca/str. For information or assistance completing this form, please contact Bylaw and Licensing Services at 250.361.0726 or email str@victoria.ca.

*Short-Term Rental Address (APARTMENT / UNIT # / STREET ADDRESS)

Address: _____

Postal code: _____

*Applicant Information (WHO THE LICENCE IS ISSUED TO)

An application can be submitted by an owner, tenant or management company of a property. Legal first and last name(s) are required. Please select one of the following options:

☐ **Sole Proprietor's name:** (If you plan to operate the business on your own, either under your own name or a business name):

LEGAL FIRST NAME, LAST NAME

☐ I use a preferred name: _____

☐ **Partnership name(s):** (If you plan to operate the business with one or more partners):

(1) LEGAL FIRST NAME, LAST NAME

(2) LEGAL FIRST NAME, LAST NAME

☐ I use a preferred name: _____

☐ I use a preferred name: _____

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

BUSINESS NAME



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Limited/Incorporation Information: (if selected)

Incorporation number: _____

Have you included documents of Incorporation and Notice of Articles?

- ☐ Yes
- ☐ No. 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]. Please note, documents must be provided with submission. Any documents provided historically will not be considered.

*Applicant Contact:

Phone number: _____ Email: _____

Mailing address (the address where the applicant receives mail, including the physical licence):

- ☐ Same address as short-term rental property
- ☐ Other: _____

*Business plan and required documents

Principal Residence

Select all business plans that apply:

- ☐ Offering whole home, while you are away ☐ Offering up to two bedrooms with shared living spaces, while you are home

Please attach two items of identification that prove this is your principal residence. One piece must be a valid and current government-issued ID which states your address (e.g., driver's licence, BC Services Card). The second piece of ID can be a current utility bill that states the billing period, service address and mailing address.

*Designated Responsible Person

(If managed by an agency, the designated responsible person can be a representative from this agency.)

When an operator is not available, the designated responsible 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). The responsible person must be able to attend the short-term rental premises within two hours of being requested to do so.

Relationship to Operator: _____

Name: _____ Email: _____

Address: _____ Phone number: _____

- ☐ The above Designated Responsible Person has consented to the use of their contact information.



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*Business Plan / Advertisement

Host Name (the profile and or name used to offer the short-term rental): _____

Relationship to applicant (if not the same person): _____

Do you have another person, property manager or service company that participates in your short-term rental business? (this may include but not limited to advertisement, management of bookings and communications with guests)

☐ No, only the individual(s) declared as the applicant will participate in the business

☐ Yes

If yes, please complete the information below

Select all that apply:

☐ Property manager / property management company ☐ Family member

☐ Cleaning service ☐ Other _____

Property Manager / Property Management Company

Name of management company: _____

Name of property manager or main contact: _____

Phone Number: _____ Email: _____

Business Address: _____

Issuing municipality: _____ Licence number: _____

If the issuing municipality is not the City of Victoria, is it:

☐ Inter-municipal

☐ Inter-community

Cleaning Service / Other Business

Name of management company: _____

Name of property manager or main contact: _____

Phone Number: _____ Email: _____

Business Address: _____

Issuing municipality: _____ Licence number: _____

If the issuing municipality is not the City of Victoria, is it:

☐ Inter-municipal

☐ Inter-community



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Family Member

Name of individual: _____

Relationship to applicant: _____

Phone Number: _____ Email: _____

Address: _____



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2024 Owner Consent Form Short-Term Rental

***All owners are required to sign the Owner Consent Form.**

This is to certify that I _____, as the legal owner of

(OWNER)

_____ have read the

(UNIT/STREET ADDRESS)

Short-Term Rental Business Licence (address) Application Form submitted by _____

(APPLICANT)

and consent to the above premises being used as a Short-Term Rental in compliance with City of Victoria Bylaws.

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.

Owner's name: _____

Owner's signature: _____ Date: _____

Owner's name: _____

Owner's signature: _____ Date: _____

Owner's name: _____

Owner's signature: _____ Date: _____

Owner's name: _____

Owner's signature: _____ Date: _____

If your application is received more than 60 days after consent is given above, it is not considered valid consent.



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2024 Strata Council Consent Form Short-Term Rental

***Is this property part of a strata?** Yes ☐ No ☐ If yes, please complete the information below.

This is to certify that I _____, as Strata Council Executive Member
(STRATA COUNCIL EXECUTIVE MEMBER; MUST NOT BE SAME AS APPLICANT)

for _____ have read the Short-Term Rental Business Licence Application Form
(UNIT AND STREET ADDRESS)

submitted by _____. I can confirm that our Strata has no bylaws prohibiting the above
(APPLICANT)

address from operating as a Short-Term Rental in compliance with City of Victoria Bylaws.

I, the undersigned, confirm as the business owner(s)/operators(s)/licencee(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.

Applicant's name(s): _____

Applicant's signature(s): 1. _____ Date: _____

(if applicable) 2. _____ Date: _____

Strata council executive member's name: _____

Strata council executive member's phone number: _____

Strata council executive member's email: _____

Strata council executive member's signature: _____ Date: _____

If your application is received more than 60 days after consent is given above, it is not considered valid consent.



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2024 Short-Term Rental Business Licence – Important Information

Completion of this application does not guarantee approval. 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 \$250 and not more than \$500 for every instance that an offence occurs or each day that it continues (*Short-Term Rental Regulation Bylaw No. 18-036; Sec. 8*).

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 Licences 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.**

Applicants's name(s) (printed): _____

Applicant's signature(s): 1. _____ Date signed: _____, 20 _____

(if applicable) 2. _____ Date signed: _____, 20 _____

Date Stamp (office use only)