Community Safety and Bylaw Services
1 Centennial Square
Victoria, BC V8W 1P6

str@victoria.ca
victoria.ca/str

2027 Short-Term Rental Business Licence Application

The City of Victoria regulates short-term rentals for the benefit of residents and visitors. Licensing and enforcement are carried out in alignment with the City's Strategic Plan and related regulations and bylaws. Please see the Short-Term Rental webpage for more information.

Directions

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

Submissions that do not meet the requirements above will result in the applicant(s) having to reapply. Owner and strata signatures must be provided as consent by signing this application package.

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

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.

Short-Term Rental Address (apartment / unit / street address)

Address: _____

Postal code: _____

Applicant Information (who the licence is issued to)

The principal resident applicant(s) can be an owner or tenant. Legal first and last names are required.
Please select one of the following options:

A) ☐ **Sole proprietor**

Legal first name, last name: _____

I use a preferred name: _____

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

(1) Legal first name, last name: _____

(1) I use a preferred name: _____

(2) Legal first name, last name: _____

(2) I use a preferred name: _____

C) ☐ **Limited/Incorporated company:** (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/Incorporated Company Information (if selected)

Incorporation number: _____

Have you included your Incorporation and Notice of Articles documents?

☐ Yes

☐ No. I authorize the City of Victoria to obtain the documents of Incorporation and Notice of Articles and acknowledge a $30 fee plus applicable taxes will be charged by the City 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 Information

Phone number: _____ Email: _____

Required Documents

Please attach all the following documents as proof of residence. All documents must be current, valid, not folded, easy to read and in the name of the applicant(s). Alternate versions or substitutes will not be accepted.

1. Government-issued ID for each applicant, which states current address (e.g., driver's licence, BC Services Card or BC Identity Card)
2. Homeowner or tenant rental insurance policy stating property address, mailing address and policy holder
3. Utility bill stating billing period, service address and mailing address

Business Plan

Short-Term Rental Business Licences may only be issued to residents wanting to rent spaces in their principal dwelling.

☐ I confirm this proposed short-term rental space is located within my principal dwelling unit.

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

Intended advertisement. Please select all that apply to your business activity:

☐ Airbnb ☐ Private website

☐ VRBO ☐ Property manager website

☐ Expedia ☐ Facebook Marketplace

☐ Booking.com ☐ Other _____

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

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

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Property Manager or Management Company

Do you have a property manager or service company that participates in your short-term rental business? (Support such as advertisement, management of bookings or communications with guests.)

☐ No, only those declared as applicants will participate in the business

☐ Yes

If you answered yes, please fill out the following information about your property manager or management company and have them read and sign this form.

Privacy Notification: The collection of personal information is authorized under sections 26(a) and (c) of the Freedom of Information and Protection of Privacy Act and section 34(3) of the Short-Term Rental Accommodations Act. The information collected is only used by the City to determine the Operator's eligibility for a Short-Term Rental Business Licence in the City of Victoria and to administer the City's business licensing program. The information provided may be disclosed to applicable City of Victoria departments for administering the business licensing program and to the Ministry of Housing for administering and enforcing the Short-Term Rental Accommodations Act. If a licensing decision is appealed to Council, the information may be disclosed on a public Council agenda. In providing this information, you have consented to its use and disclosure as described above. If you have any questions regarding the collection, use, or disclosure of your personal information, please phone 250.361.0571 or email privacy@victoria.ca.

Name of management company: _____

Name of property manager or main contact: _____

Phone number: _____ Email: _____

Business address: _____

Business licence number: _____ Issuing municipality: _____

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

☐ Inter-municipal (includes the ability to do business in the 13 municipalities in the CRD)

☐ Inter-community (includes the ability to do business in 15 different communities on Vancouver Island)

I, the undersigned, confirm as the property manager/business operator 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.

Only digitally verified signatures or signatures physically signed in blue or black ink will be accepted.

Name: _____

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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Cleaning Service or Other Business

Do you have any another person or service company that participates in your short-term rental business?

☐ No, only those declared as applicants will participate in the business

☐ Yes

If you answered yes, please fill out the following information about this company/service and have them read and sign this form.

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Name of company: _____

Name of main contact: _____

Phone number: _____ Email: _____

Business address: _____

Business licence number: _____ Issuing municipality: _____

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

☐ Inter-municipal (includes the ability to do business in the 13 municipalities in the CRD)

☐ Inter-community (includes the ability to do business in 15 different communities on Vancouver Island)

I, the undersigned, confirm as the business operator 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.

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Name: _____

Signature: _____ Date: _____

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Designated Responsible Person

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

When an operator is not available, the designated responsible person serves as the primary contact for the short-term rental. The designated responsible person must have access to the premises at all times the short-term rental is operated 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.

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Relationship to operator: _____

Name: _____ Email: _____

Address: _____ Phone number: _____

I, the undersigned, confirm as the designated responsible person 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.

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Name: _____

Signature: _____ Date: _____

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Owner Consent

All owners registered on the land title are required to sign the Owner Consent Form.

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

_____ (unit / street address) have read the

Short-Term Rental Business Licence 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 owner(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.

Only digitally verified signatures or signatures physically signed in blue or black ink will be accepted.

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: _____

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Strata Council Consent

Is this property part of a strata?

No ☐

Yes ☐ If yes, please complete the information below.

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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
(unit / street address)

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

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.

Only digitally verified signatures or signatures physically signed in blue or black ink will be accepted.

Applicant's name(s): _____

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

Second applicant's name (if applicable): _____ Date: _____

Strata Council Executive Member Information

I, the undersigned, confirm as the strata council executive member 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.

Name of Strata Council Executive Member: _____

Phone number and Email: _____

Signature of Strata Council Executive Member: _____ Date: _____

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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 Licenses must be re-applied for at the start of each calendar year and must include up-to-date supporting documentation.

Learn More:

Short-Term Rental Regulation Bylaw No.18-036

Schedule D – Home Occupations; Zoning Regulation Bylaw No.

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Declaration:

☐ I have read the Short-Term Rental Regulation Bylaw and appliable zoning bylaws for home occupations.

☐ I understand that filling out this form completely and accurately is mandatory and that submitting an incomplete form will result in the need to reapply.

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**.

Applicant name(s) (printed): _____

Applicant signature(s): _____ Date: _____

Second Applicant's Name (if applicable): _____ Date: _____

Only digitally verfied signatures or signatures physically signed in blue or black ink will be accepted.

Date Stamp (office use only)