

BUSINESS LICENCE APPLICATION SHORT-TERM RENTAL

OFFICE USE ONLY ACCOUNT # _____ LICENCE # _____

ADDRESS OF SHORT-TERM RENTAL (STR):

_____ unit _____ address _____ city _____ postal code _____

OWNER CONTACT INFORMATION:

owner name: _____
mailing address: _____
phone number: _____
alternate phone: _____
email: _____

SHORT-TERM RENTAL HOST INFORMATION (if different from above):

host name: _____
mailing address: _____
phone number: _____
alternate phone: _____
email: _____

TYPE OF SHORT-TERM RENTAL ACCOMMODATION

(please check one short-term rental accommodation type from the two options below):

Short-Term Rental Accommodation: Dwelling Unit

"Short-Term Rental Accommodation: Dwelling Unit" means a dwelling unit, including cooking facilities, that is used or marketed for rent or lease for a period of less than 30 consecutive days.

If a Secondary Suite exists on the property, I understand I must have a Secondary Suite Licence before applying for a Short Term Rental Licence that contains Secondary Suite.

Type: Secondary Suite Entire home

Short-Term Rental Accommodation: Room

number of bedrooms being rented: _____

"Short-Term Rental Accommodation: Room" means a portion of a dwelling unit, without cooking facilities, that is used or marketed for rent or lease of one or more bedrooms for a period of less than 30 consecutive days.

OFFICE USE ONLY

CALL NUMBER: _____ FEE: _____ APPROVED: _____ DATE: _____

SHORT-TERM RENTAL HOST DECLARATION

Initial each item to affirm compliance with the following life safety requirements and declarations.

A. DECLARATIONS

1. The address listed for the short-term rental accommodation is my principal residence or an accessory unit on the same parcel.
INITIALS: _____
2. (a) I am an owner of this residence.
INITIALS: _____
Or (if applicable)
(b) I am a tenant of this residence, and a complete property owner authorization form is attached.
Click here for owner authorization form (westvancouver.ca/str-owner).
INITIALS: _____
3. (a) This property is not part of a strata.
INITIALS: _____
Or (if applicable)
(b) This property is part of a strata, and a complete strata corporation authorization form is attached.
Click here for strata authorization form (westvancouver.ca/str-strata).
INITIALS: _____
4. I will provide the business licence number in a conspicuous location in all marketing of this short-term rental accommodation.
INITIALS: _____
5. I will maintain accurate records of all operations of the short-term rental accommodation including dates, rental duration, and group size, and will submit these documents to the Inspector or any other authorized individual upon request.
INITIALS: _____
6. I will maintain accurate inspection, maintenance, and construction records regarding the fire alarm system and fire separations, type of short-term rental accommodation, and any other records related to the business and will submit these documents to the Inspector or any other authorized individual upon request.
INITIALS: _____
7. I will permit access to the short-term rental accommodation to the Inspector or any other authorized individual at any reasonable hour.
INITIALS: _____
8. The rental unit meets the requirements listed in this application form and in the *Business Licence Bylaw No. 4455, 2005*, and all other applicable municipal regulations to operate a short-term rental accommodation.
INITIALS: _____
9. This application is accurate to the best of my knowledge at the time of submitting this application. I acknowledge that an inaccurate application may result in the cancellation of a business licence.
INITIALS: _____
10. If a Secondary Suite exists on the property, I understand I must have a Secondary Suite Licence before applying for a Short Term Rental Licence. *Secondary Suite Licence #* _____
INITIALS: _____

SHORT-TERM RENTAL HOST DECLARATION

Initial each item to affirm compliance with the following life safety requirements and declarations.

B. FIRE SAFETY REQUIREMENTS

1. Short-term rental accommodation complies with the BC Fire Code and the BC Building Code.
INITIALS: _____
2. Accessible fire extinguisher on each floor of the short-term rental accommodation.
INITIALS: _____
3. Working interconnected smoke alarms, and carbon monoxide detectors if applicable, with documented annual testing records.
INITIALS: _____
4. Current fire safety plan posted by all entrances and exits to the short-term rental accommodation.
INITIALS: _____

For an example Fire Safety Plan, and plan template, please see the end of this document or pages 8 and 9 in the STR Host Handbook (westvancouver.ca/str-handbook). Include emergency contact information. Proof of Fire Safety Requirements is required before application—see the STR Checklist (westvancouver.ca/str-checklist).

BUSINESS LICENCE BYLAW NO. 4455, 2005 SHORT-TERM RENTAL ACCOMMODATION

DEFINITIONS AND REGULATIONS

Dwelling has the meaning ascribed to it by Section 110 Definitions of Zoning Bylaw No. 4662, 2010.

Cooking Facilities means equipment, devices or appliances that can be utilized to prepare a meal within a dwelling and includes a sink, countertop, gas or electric range or stove, counter-top cooking unit, hot plate, wall oven, microwave oven, convection oven, toaster oven, electric frying pan, electric wok, pressure cooker, crock pot, cabinet for the storage of food or any other such culinary facility or any combination of such culinary facilities and includes the arrangement of service lines which provide the energy source being used or intended to be used to service such facilities.

Detached Secondary Suite means a detached dwelling accessory to a single family dwelling use.

Secondary Suite means a dwelling accessory to a single family or two family dwelling use;

Market means to offer, promote, canvass, solicit, advertise, or facilitate short-term rental accommodation, and includes placing, posting or erecting advertisements physically or online, but does not include the mere provision of a neutral space or location for such marketing in newspapers, bulletin boards, or online.

Principal Residence means the primary place where an individual lives, makes their home, and conducts their daily affairs, including paying bills and receiving mail, and without limiting the foregoing is the address listed on documentation for personal identification, taxation, and insurance purposes.

Short-Term Rental Accommodation means the use of a dwelling, or one or more bedrooms in a dwelling, as accommodation for a period of less than 30 consecutive days, including *short-term rental accommodation: dwelling unit* and *short-term rental accommodation: room*, but does not include a bed and breakfast or accommodation provided to lodgers.

Short-Term Rental Accommodation: Dwelling Unit means a dwelling unit, or a portion of a dwelling unit, including cooking facilities, that is used or marketed for rent or lease for a period of less than 30 consecutive days.

Short-Term Rental Accommodation: Room means a portion of a dwelling unit, without cooking facilities, that is used or marketed for rent or lease of one or more bedrooms for a period of less than 30 consecutive days.

7.10 SHORT-TERM RENTAL ACCOMMODATION

7.10.1 Every person carrying on the business or operation of a short-term rental accommodation must not:

- (a) Operate a short-term rental accommodation without having first obtained a valid licence to do so from the District Inspector;
- (b) Market any short-term rental accommodation unless they hold a valid licence, and the District licence number is displayed in a conspicuous place in any medium or material used to market the short-term rental accommodation;
- (c) Provide short-term rental accommodation to more than eight guests at any one time;
- (d) Operate or market more than one short-term rental accommodation;
- (e) Operate or market a short-term rental accommodation in any vehicle, trailer, recreational vehicle or unlicensed secondary suite, or unlicensed detached secondary suite;
- (f) Permit cooking facilities in a portion of a dwelling unit used or marketed as *Short-Term Rental Accommodation: Room*;
- (g) Operate or market a short-term rental accommodation in any dwelling unit that is not the principal residence of such person;
- (h) Hold more than one licence to operate a short-term rental accommodation;
- (i) Breach any term or condition of their short-term rental accommodation licence; or
- (j) Operate short-term rental accommodation contrary to licence type.

7.10.2 Every person carrying on the business or operation of a short-term rental accommodation, and every person who holds a short-term rental accommodation licence, as a term and condition of the licence, must:

- (a) Obtain the written approval of the property owner, landlord and Strata Corporation, if applicable, and provide evidence of written approval to the District Inspector upon request;
- (b) Maintain and provide to the District Inspector upon request a list of the dates, duration, and group size of all bookings for the premises upon request;
- (c) Provide to the District and all guests the contact information for a person who must be able to promptly respond to an inquiry, complaint, or emergency;
- (d) Submit to the District a plan and description of the proposed parking arrangement for guests of the short-term rental accommodation;
- (e) Submit to the District documentation to confirm principal residency;
- (f) Post a fire safety plan by all entrances and exits to the short-term rental accommodation;
- (g) Have an accessible fire extinguisher on each floor of the short-term rental accommodation;
- (h) Have interconnected smoke alarms on each floor and in each bedroom of the short-term rental accommodation;
- (i) Have at least one carbon monoxide detector on each floor of the short-term rental accommodation that contains one or more gas appliances;
- (j) Have all smoke alarms, fire extinguishers, and carbon monoxide detectors in the short-term rental accommodation inspected and tested annually, and keep a written record of such inspections and tests;
- (k) Maintain all smoke alarms, fire extinguishers, and carbon monoxide detectors in the short-term rental accommodation in working order;
- (l) Produce inspection, maintenance, and construction records regarding the fire alarm system and fire separations, type of short-term rental accommodation, and any other records related to the business to the Inspector or Fire Chief upon request; and
- (m) Provide the Inspector or Fire Chief, or any member of staff authorized by the Inspector or Fire Chief, access to the short-term rental accommodation at any reasonable hour.

ZONING BYLAW NO. 4662, 2010

130.18 - Short-term Rental Accommodation

1. Subject to sub-sections 130.18 (2) to (4), short-term rental accommodation shall be permitted as an accessory use to a residential use.
2. Short-term rental accommodation shall: (a) Be limited to one host in each dwelling, and (b) Only be permitted in a dwelling that is occupied as the principal residence of the host.
3. Notwithstanding section 130.18 (2) (b), where the zoning permits a principal dwelling with one or more accessory secondary suites, short-term rental accommodation shall be permitted in a maximum of one of the principal dwelling, secondary suite, or detached secondary suite.
4. Short-term rental accommodation shall not be permitted on a parcel in a Single-Family Dwelling Zone or a Duplex Dwelling Zone that contains a Child Care.

I HAVE read a copy of the above excerpts from the District of West Vancouver Business Licence Bylaw No. 4455, 2005 and Zoning Bylaw No. 4662, 2010.

I HEREBY make application for a business licence in accordance with the particulars stated above and declare that these statements are true and correct and further, I affirm that I comply with all applicable bylaws and regulations of The Corporation of the District of West Vancouver.

I UNDERSTAND that if any of the above information changes, I have an obligation to advise The Corporation of the District of West Vancouver.

I FURTHER understand that the application fee is non-refundable.

I FURTHER understand that all business licences expire on December 31 each year and must be renewed each year.

applicant name (print)

signature

date

Freedom of Information and Protection of Privacy notification: By submitting this application, you are voluntarily consenting to the collection of your personal information by the District of West Vancouver. This information is being collected by the District of West Vancouver pursuant to section 26 (c) and (e) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions regarding the collection and use of this information, please contact the Privacy Officer at foippa@westvancouver.ca or 604-921-3497.

FIRE SAFETY PLAN

Create a fire safety plan, print it, and post at all entrances/exits to the STR. You can use the grid and sample drawing below to guide you. The safety plan should contain the following information:

- In case of fire, go outside immediately and call 9-1-1
- Host's name
- Address of this property
- Emergency contact: *someone who is locally available 24 hours a day to address immediate concerns*
- Designated meeting point
- Fire escape plan diagram, depicting:
 - a primary and secondary escape path for your guests
 - locations of your fire extinguisher(s)
 - the outside meeting point (*be descriptive, i.e. by the big tree*)



