



Short Term Residential Licence Application

Persuant to Business Licence Bylaw No. 520, 2012

Please complete application and submit to the above address. Application must be submitted with a \$1,000.00 refundable deposit and Business Licence Application Fees of \$125.00 for a business in the basic category or \$175.00 for a business in two or more categories.

<u>Name of Business</u>		_____
<u>Civic Address of Property</u>		_____
<u>Owner Information:</u>		
Name of Owner(s) of Residence		_____
Address		_____
City/Town and Province		_____
Postal Code		_____
Telephone/Fax		_____ / _____
E-mail		_____

<u>Contact Information:</u>		
Name of Contact		_____
Address		_____
City/Town		_____
Postal Code		_____
Telephone/Fax		_____ / _____
E-mail		_____
I have read and understand the requirements of Business Licence Bylaw No. 520, 2012 and agree to the terms and conditions therein.		
Applicant Signature	_____	_____
		Date

For Office Use Only		Paid Stamp
Bylaw Officer Approval	_____	
Date Approved	_____	
Customer Number	_____	
Receipt Number	_____	

Schedule B

SHORT TERM RESIDENTIAL RENTAL LICENCE TERMS AND CONDITIONS

In order to lessen the impact of the short term rental of residential dwelling units in the community in general and residential neighbourhoods in particular the following terms and conditions must be met to obtain, continue to hold and renew a business licence to operate a short term residential rental business. These terms and conditions are in addition to any other terms and conditions which may be imposed by the Licence Inspector.

1. Every applicant for and holder of a short term residential rental business licence must provide the District of Sechelt with the name, address and telephone number of a person residing in the District on a permanent basis ("Local Contact"). The Local Contact must be available, and if not, the owner must be available, to respond to and deal with in a timely and appropriate manner any complaints or problems from short term residential rental tenants or neighbouring residents in respect of the property that is the subject of the business licence. It shall be the obligation of the licence holder to notify the District of Sechelt immediately if the name, address or telephone number of the Local Contact changes.

The owners of properties within 100 metres of the short term residential rental property shall be notified in writing of the name, address and telephone number of the Local Contact (or owner where local contact not applicable) within thirty days of the granting or renewal of a short term residential rental business licence or within thirty days of notification of a change in the name, address or telephone number of the Local Contact.

2. Vehicle parking for short term residential rental tenants or guests of short term residential rental tenants shall be restricted to the property and, where permitted by law, that portion of the road immediately adjacent to the property.
3. Prior to the granting of a short term residential rental business licence the applicant shall be required to deposit with the District of Sechelt, in addition to the business licence fee, the amount of \$1000 (the "Deposit"). The Deposit shall be held by the District of Sechelt as security against any costs incurred by the District of Sechelt as a result of investigations, hearings, appeals or other enforcement actions undertaken by the Licence Inspector or the District of Sechelt, whether initiated by the Licence Inspector or the municipality or resulting from third party complaints, in respect of the operation of the short term residential rental business. If any deductions are made to the Deposit the holder of the business licence will forthwith replenish the Deposit to the original amount. The Deposit or any portion remaining after deduction will be returned to the person who paid it within sixty days of the cancellation or termination or failure to renew the business licence.
4. The holder of a short term residential rental business licence must display a copy of the business licence and the name, address and telephone number of the Local

Contact in a prominent location on the premises. Signage advertising the short term residential rental business is not permitted on the property except as follows:

- (i) one unlit sign not exceeding 1½' x 2' in size containing only the address of the property, the name, address and telephone number of the Local Contact and, where applicable the name of the property, business or owner.
5. Transportation of short term residential rental tenants or guests of short term residential rental tenants to the short term residential rental property by vehicles with a capacity of sixteen passengers or more is prohibited.
6. The holder of a short term residential rental business licence must keep a written record of the names of all short term residential rental tenants.
7. The Local Contact shall attend at the property at the commencement of all short term residential rentals and meet the short term residential rental tenants.
8. A Local Contact, including any member of their immediate family, may not be a Local Contact for more than two separate properties unless the Local Contact is the registered owner of such properties.