



TOWN OF GIBSONS

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474 South Fletcher Road
Gibsons BC | V0N 1V0
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Short-term Rental Business Licence Application

This application **must** be completed in full.

Eligibility and Requirements

- Short-term rentals in the Town of Gibsons are regulated by both the Zoning Bylaw and Business Licence Bylaw. These bylaws specify where short-term rentals can take place, who can operate it, and under what conditions. Please read the short-term rental sections of these bylaws to ensure you are eligible to apply for a Business Licence before proceeding. Explainer materials are available at: [Short Term Rentals - Town of Gibsons](#)
- You'll need to submit the following documentation along with your business licence application:

Proof of Principal Residence (government ID and other proof described below)

Copy of property title dated within 30 days (if you own the unit)

[Owner / Landlord Consent form](#) (if applicable)

[Parking Plan](#)

[Guest Safety Attestation & Fire escape plan](#)

[Strata Consent Form](#)

*Written authorization from the strata council and proof of compliance with strata bylaws if the Residential Guest Accommodation is or is in a strata lot or unit

You can email your completed application and supporting documentation to planning@gibsons.ca or mail it to the above address.

1. OPERATOR DETAILS

Name: _____

Mailing Address: _____

_____ Postal Code: _____

Email: _____

Phone Number: _____

***Note that a short-term rental operator cannot be a corporation, society, company, or any other incorporated entity.**

2. SHORT-TERM RENTAL DETAILS

Street Address: _____

Postal Code: _____

Unit Number (if applicable): _____

Will guests be hosted in **your Principal Dwelling Unit?** (please refer to [Short Term Rentals - Town of Gibsons](#) and make sure you understand what Principal Dwelling Unit means in the Town of Gibsons)

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 at least one government-issued piece of photo identification. Additional proof of residence can include a second piece of photo ID, or a recent utility bill, vehicle registration, or mail from Medical Services Plan or Canada Revenue Agency.

Dwelling Type (please check only one)

Single family home

Duplex

Triplex or Fourplex

Garden Suite

Secondary Suite

Lock-Off Suite

Apartment or Condominium Unit

Townhouse Unit

Please provide a short description of the unit that you wish to use for short-term rental:

Have you previously held a Business Licence for a short-term rental at this address?

Yes

No

Business Licence Number (if applicable): _____

3. LICENCE TYPE

Please select a licence type:

Rooms in a Home (Hosted Short-Term Rental) \$200 annual business licence fee

This licence allows you to rent one or two bedrooms within your principal residence while you're present at home

*The dwelling must be your principal residence

*A maximum of 2 bedrooms may be rented at a time

*The rental must not be a separate or self-contained dwelling unit (May not have its own cooking facilities in addition to a separate entrance, sleeping and sanitary facilities)

Principal Residence – Up to 3 months per Calendar year (Un-hosted) \$200 annual business licence fee

This licence allows you to rent your entire residence while you are away, for up to three months.

Please indicate the month(s) you intend to rent your home: (eg: January, March, June) _____

Entire Dwelling Unit (Non-Principal Residence) (limited to 35 licences annually) \$2000 annual business licence fee

This licence allows you to rent a dwelling unit that is not your principal residence.

*This licence also applies if you wish to rent your home for more than 3 months per calendar year

4. PERMISSIONS

Do you own or rent this dwelling unit?

Own
Rent

If you own the dwelling unit, please attach:

- A copy of the property title
- A signed [Strata Consent form](#) (if the dwelling unit is, or is in, a strata lot or unit)
- Written authorization from the strata council and proof of compliance with strata bylaws if the short-term rental is or is in a strata lot or unit

If you rent the dwelling unit, please attach:

- A signed [Owner / Landlord Consent form](#)

5. PARKING

What is the maximum number of bedrooms you will be operating as short-term rental: _____

You must attach a signed [Parking Plan](#) that assigns sufficient parking spaces for the number of bedrooms used as a short-term rental.

6. GUEST SAFETY

You need to have a set of basic safety measures in place to protect your guests. Please attach a signed [Guest Safety Attestation](#)

7. DESIGNATED RESPONSIBLE PERSON

The designated responsible person is someone who, on days that the short-term rental is operated, has 24/7 access to the premises and authority to make decisions in relation to the premises and the rental agreement, and who is available to attend the unit within 30 minutes of a complaint related to safety or guest disturbance.

For **partial unit licences**, the designated responsible person must be the short-term rental operator.

For **entire unit licences**, the designated responsible person can be anyone over 18, including a property management company.

Name: _____

Email: _____

Address: _____

Phone Number: _____

The above Responsible Person has consented to serve in this capacity, and to the use of their contact information.

If you are unsure if the space you intend to use for a Short-Term Rental is authorized for use as a Dwelling Unit, or if you would like information about converting an Accessory Building to a Dwelling Unit, please contact the Building Department or Planning Department.

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court or an agent duly authorized under another Act. Further information may be obtained by speaking with the Town's Corporate Officer at 604-886-2274 or 474 South Fletcher Road, Gibsons.

Applications will not be processed unless all required documentation is attached.

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 and receipt of associated documentation. Operating a short-term rental without a valid licence is an offence for which penalties are prescribed.

Important: Operator has read and agrees to comply with the Town's regulations and bylaws. Licences are only effective for the period granted, are non-transferable, and the licence fee(s) paid are non-refundable. Short-term rental licences must be re-applied for each calendar year. **I understand I cannot commence business until such time as a Short-term rental Business Licence has been approved and issued.**

While the Town does not require a Building Inspection for issuance of a business license for short-term rental use, the business license does not replace a building permit and does not ensure compliance with health and safety requirements of the BC Building Code. Therefore, it is the responsibility of the property owner to ensure the safety of the unit for occupants and/or compliance with applicable building code regulations.

Operator Name (please print)

Operator Signature

Date Signed: _____

OFFICE USE ONLY

APPROVED

Date:

Fee Amount:

Class Code:

Licence number:

Conditions of approval:

NOT APPROVED

Date:

Reason:

Date Referred to Council:

Decision:

LICENCE INSPECTOR Signature
(Signature constitutes authority to issue licence)