



TOWN OF GIBSONS

PO Box 340
474 South Fletcher Road
Gibsons BC | VON 1VO
T 604-886-2274
F 604-886-9735

Short-Term Rental Business Licence Renewal Application

This business licence renewal application form must be completed annually. Email your completed form, along with supporting documentation, to planning@gibsons.ca. Licences will be issued only upon approval of application and receipt of payment. Operating a short-term rental without a valid licence is an offence for which penalties are prescribed. Incomplete applications will not be processed.

Required Documentation – Required unless no changes to short-term rental operations

Principal-Residence STR Renewals:

- | | |
|---|------------------------------------|
| ☐ Proof of Principal Residence | ☐ No change |
| ☐ Property Title | ☐ No change |
| ☐ Guest Safety Attestation | ☐ No change |
| ☐ Owner / Landlord Consent form (if you rent the unit) | ☐ No change |
| ☐ Parking Plan | ☐ No change |
| ☐ Fire escape plan | ☐ No change |
| ☐ I confirm that the Strata has not revoked its consent for the STR use of this property (if applicable) | |

Non-Principal-Residence STR Renewals:

- | | |
|---|------------------------------------|
| ☐ Property Title | ☐ No change |
| ☐ Guest Safety Attestation | ☐ No change |
| ☐ Parking Plan | ☐ No change |
| ☐ Fire escape plan | ☐ No change |
| ☐ I confirm that the Strata has not revoked its consent for the STR use of this property (if applicable) | |

Operator Details – If there are changes, please provide updated information

- ☐ No change

Name:

Mailing Address (of operator):

Email:

Phone:

- ☐ I confirm I remain the current operator of the STR.
- ☐ I understand that changes in ownership or operator may invalidate the licence and require a new application.

Short-Term Rental Details

Licence Number:

Business Licence Number:

Address of Short-Term Rental:

☐ No changes to licence type, bedrooms, parking, or floor plan.

☐ Changes have occurred (describe):

For Principal-Residence STRs:

Chosen 3 months (if applicable):

Designated Responsible Person

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

- For Principal-Residence STR licences, the designated responsible person must be the short-term rental operator and present during all rentals.
- For Non-Principal Residence STR licences, the designated responsible person can be anyone over 18, including a property management company.

☐ No change to the Designated Responsible Person

Designated Responsible Person Name:

Designated Responsible Person Email:

Designated Responsible Person Phone:

☐ I confirm the Designated Responsible Person has consented to serve in this capacity, and to the use of their contact information.

Non-Principal Residence Declaration

☐ I confirm the STR has not ceased operating for a period exceeding six consecutive months during the previous licence term.

Renewal Priority Notice

Non-Principal-Residence STR renewal applications must be received by November 1 to retain renewal priority.

Declaration

I declare that the information provided in this renewal application is true and complete to the best of my knowledge. I acknowledge that I have read and will comply with all applicable Town of Gibsons bylaws, policies, and regulations governing Short-Term Rentals.

I understand that a Short-Term Rental Business Licence is valid only for the period issued, is non-transferable, and that submission of this renewal application does not guarantee approval. I further understand that the operation of a Short-Term Rental without a valid Business Licence is prohibited.

Operator Name (print)

Operator Signature

Date signed

The personal information collected on this form is collected 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 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.