



Box 100 | 7400 Prospect Street
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 Website: www.pemberton.ca

SHORT TERM VACATION RENTAL BUSINESS LICENCE APPLICATION

Licence Number: (Office Use Only)		Application Date:	
Business Name:		Open Date:	
Owner Name(s):		Phone:	
		Phone	
Applicant Name:		Applicant Phone:	
Email:			
Website:			
Business Location:		Mailing Address:	
Links to online advertisements:			
Describe rooms available for rent:			
Is this an Auxiliary Business to another Business?		YES <input type="checkbox"/>	
		NO <input type="checkbox"/>	
Number of employees (including owner(s))		Local Contact Details:	
Number of parking spaces:		Invoice Annually?	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<p>I/We hereby make application for a licence in accordance with the particulars stated in this application, declare the above statements are true and will comply with each and every obligation contained in all laws and Bylaws now in force or which may hereafter come into force in the Village of Pemberton.</p> <p>The Village reserves the right to suspend or cancel a business licence where the applicant has knowingly provided false information to the Village with regard to the operation, ownership or any other aspect of the business in question.</p> <p>It is understood that the Business Licence fee is payable to the Village at the time of application. Fees for approved Business Licence applications are non-refundable.</p>			
<i>Name of Applicant</i>		<i>Signature of Applicant</i>	
		<i>Date</i>	

Personal information you provide on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing the business licence application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to Corporate & Legislative Services corporate@pemberton.ca or 604-894-6135).

STVR BUSINESS LICENCE FEES & APPLICATION CHECKLIST

The annual business licence fee is due upon submission of a business licence application. Fees are non-refundable once a business licence has been issued.

Please note that business licences must be renewed annually. If you cease to conduct business within the Village boundaries, please notify the Village so that the Business can be noted as closed.

Short Term Vacation Rental Business Licence Fee Schedule

Annual Licence Fee	\$300.00
Annual Licence fee, application received after October 1st	\$150.00
Administrative Fee (for changes made to business licence account such as change of name or change of address)	\$25.00
Late Payment Fee (for licence renewals if fee received after January 31 st)	25%
Reinspection Fees as per Fire Prevention Bylaw No. 744, 2013, and Building Bylaw 867, 2019	

Application Checklist

License Fee Payment	<input type="checkbox"/>	Parking Plan	<input type="checkbox"/>
Links to all Online Advertisements	<input type="checkbox"/>	Sign Permit (if applicable)	<input type="checkbox"/>
Confirmation of Ownership	<input type="checkbox"/>	Proof of Principal Residence	<input type="checkbox"/>
Application Form	<input type="checkbox"/>	Strata Permission	<input type="checkbox"/>
Local Contact Details	<input type="checkbox"/>	Good Neighbour Agreement	<input type="checkbox"/>



STVR BUSINESS LICENCE Acknowledgement of Owner

I acknowledge that it is my responsibility to ensure that my home insurance coverage is adequate for the use of the property as a bed and breakfast operation.

I understand and will abide by the following provisions for short term vacation rental use as set out in the Village of Pemberton Zoning & Planning Bylaw No. 832, 2018, which states:

	INITIAL
<i>Short-term vacation rental is only permitted in a lawful dwelling unit that is a principal residence, or a secondary suite, but not both;</i>	
<i>Short-term vacation rental is not permitted in an accessory building or vehicle, recreation vehicle, tent or trailer, other than a carriage house;</i>	
<i>Occupancy shall not exceed two (2) persons per available bedroom, to a maximum of three (3) bedrooms accommodating six (6) guests;</i>	
<i>One (1) off-street parking space shall be provided for each bedroom used as short-term vacation rental;</i>	
<i>Any person intending to operate a short-term vacation rental shall hold a valid and current business license from the Village of Pemberton.</i>	

Name of Applicant

Signature of Applicant

Date

Good Neighbour Agreement

WHEREAS the Village of Pemberton (“the Village”) and the Operator of the *Short-Term Vacation Rental* _____ (“the Operator”) located at _____ (“the Property”) (collectively “the Parties”) recognize that Short-Term Vacation Rental establishments have a civic responsibility, beyond the minimum requirements of the Village of Pemberton Business Licence Bylaw No. 842, 2018, to control the conduct of their patrons; and

WHEREAS the Operator wishes to demonstrate to the citizens of Pemberton its desire to be a responsible neighbour; and

WHEREAS the Parties wish to promote Pemberton as a vibrant, safe and attractive community for the enjoyment of everyone, including residents, visitors, businesses and their workers;

NOW THEREFORE the Operator agrees with the Village to enter into this Good Neighbour Agreement, the terms of which follow:

General

1. The Operator will ensure that information related to Village Bylaws, including but not limited to, the Noise Regulations related to quiet hours and Parking Regulations related to off-street and winter parking restrictions are posted in a prominent location within the unit.

Noise and Disorder

1. The Operator shall undertake to ensure that noise emissions from the establishment do not disturb surrounding residents, businesses and neighbourhoods;
2. The Operator shall undertake to monitor and promote the orderly conduct of guests and, in cases where the Operator is unable to ensure such orderly conduct, shall contact the RCMP to request assistance as may be required.

Parking

1. The Operator shall provide off-street parking for the use of guests and shall ensure that guests do not use street parking.

Response to Complaints

1. The Operator shall provide to guests contact details for the Operator or a designated Local Contact who will be able to respond to telephone inquiries from guests within fifteen minutes, 24/7.

2. The Operator or his or her designated Local Contact shall respond within one hour to any complaints received from the RCMP, the Village, or area residents.

Enforcement

1. Obtaining a Short-Term Vacation Rental business licence is contingent on signing this Agreement. Any failure on the part of the Operator to comply with the terms outlined herein will result in the following:
 - 1.1. The Village shall attempt to resolve the matter by requesting a meeting with the Operator.
 - 1.2. If the matter is not successfully resolved during a meeting, the Village may suspend or cancel the Operator's Short-Term Vacation Rental business licence.
2. Nothing contained or implied in this Good Neighbour Agreement shall prejudice or affect the Village's rights and authorities in the exercise of its functions pursuant to the *Community Charter* and the *Local Government Act*, as amended, and the rights and powers of the Village and the RCMP under provincial and federal statutes and regulations, and Village bylaws.

Signed this _____ day of _____, 20____, in Pemberton, British Columbia.

Name of Operator

Signature of Operator

Manager of Corporate
& Legislative Services



Business Service Listing

Thank you for your Business Licence Application. One of the benefits of your business licence is a listing in the Village's public online Business Directory.

Take your time when completing this form as the information below will appear on online Business Directory **exactly** as provided.

Business Name:			
Address:		Phone:	
		Mobile:	
Website:		Email:	

Business Category (Select One Only)		
<input type="checkbox"/> Accommodations	<input type="checkbox"/> Accounting & Bookkeeping	<input type="checkbox"/> Adventure, Recreation & Tours
<input type="checkbox"/> Artist & Dance Studios	<input type="checkbox"/> Arts, Culture & Heritage	<input type="checkbox"/> Automotive & Towing
<input type="checkbox"/> Bed & Breakfast	<input type="checkbox"/> Building & Construction	<input type="checkbox"/> Childcare
<input type="checkbox"/> Chiropractic, Massage and Physiotherapy	<input type="checkbox"/> Cleaning Services	<input type="checkbox"/> Communications, Marketing & Event Management
<input type="checkbox"/> Community Group	<input type="checkbox"/> Computers & I.T.	<input type="checkbox"/> Consulting
<input type="checkbox"/> Contractor	<input type="checkbox"/> Cultural Map	<input type="checkbox"/> Financial Institution
<input type="checkbox"/> Garden & Landscape Services	<input type="checkbox"/> Gas Station	<input type="checkbox"/> Grocery Store
<input type="checkbox"/> Health & Fitness	<input type="checkbox"/> Medical & Dental	<input type="checkbox"/> Merchants & Retail
<input type="checkbox"/> Real Estate & Property Management	<input type="checkbox"/> Restaurants & Dining	<input type="checkbox"/> Services
<input type="checkbox"/> Storage	<input type="checkbox"/> Tourism	

BRIEF DESCRIPTION:

By signing below, I acknowledge that the information provided on this form will be published on a public website:

_____ <i>Name of Applicant</i>	_____ <i>Signature of Applicant</i>	_____, 20____ <i>Date</i>
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For office use only	
Date Entered on Website:	By:



BUSINESS LICENCE APPLICATION For Office Use Only

Name of Business: _____ Licence Type: _____

Application Fee Received: _____

**Attach copy of Receipt*

Received By

Received On

Department	<input checked="" type="checkbox"/> Report or N/A	SIGNATURE	DATE
Planning	<input type="checkbox"/>		
Building Inspector	<input type="checkbox"/>		
Fire Inspector	<input type="checkbox"/>		
Public Works Dept	<input type="checkbox"/>		
VCH	<input type="checkbox"/>		
Utilities Check	<input type="checkbox"/>		

NOTES

Auxiliary to another business: <input type="checkbox"/> YES <input type="checkbox"/> NO

Authorized for Issuance:

Manager, Corporate & Legislative Services, Name

Signature

Date

FOR FINANCE USE ONLY

Business License Issued

Issued by

Issued on

Fee Refunded (if applicable)

Refunded

Refunded on