



Short-Term Accommodation Licensing Service

Licensee Code of Conduct

This form must be completed and signed by the Applicant as part of the Short-Term Accommodation Licence Application, pursuant to the Town of Collingwood's Short-Term Accommodation Licensing By-law 2024-078. By signing this form, the Applicant acknowledges and agrees to operate the Short-Term Accommodation in compliance with By-law 2024-078 and all applicable laws. This completed form must accompany the Short-Term Accommodation Licence Application.

Applicant's Name: _____

Property Address: _____ Collingwood, ON

As part of my application for a Short-Term Accommodation Licence, I acknowledge and agree to the following:

1. The Premises identified above shall be operated in accordance with the Short-Term Accommodation Licensing By-law 2024-078 and all other applicable laws.
2. I, as the Licensee, will ensure the following is made available to Renters and Guests during their stay:
 - a) A copy of the current Licence retained on site of the Premises and available for inspections by an Officer;
 - b) A copy of the approved site plan showing the current Parking Area for the Premises;
 - c) A copy of the approved floor plan identifying the rooms and also showing exits and fire escape routes;
 - d) A copy of the Renter's Code of Conduct;
 - e) A copy of the Town's current Noise By-law, Fireworks By-law, and Open Air Burning By-law;
 - f) Instructions for waste management, including information on the applicable waste collection day, and instructions for composting and recycling; and
 - g) Name and contact information of the Responsible Person.
3. I, as the Licensee, will not rent any part of the Premises other than what is identified in the approved site and floor plans.
4. I, as the Licensee, understand that I will be held responsible for contraventions of Town By-laws or other applicable laws by persons found using the Premises and may be subject to demerit points, penalties, fines, or other enforcement measures.

5. I, as the Licensee, acknowledge that the Premises may be inspected by an Officer, Building or Fire Inspector, or external agency as outlined in By-law 2024-078 for the purposes of:
 - a) Carrying out any inspection;
 - b) Determining compliance with any Town By-law;
 - c) Verifying complaints received under a By-law;
 - d) Verifying compliance with an order issued or Licence; or
 - e) Requiring a matter or other thing to be done.
6. I, as the Licensee, am responsible for renewing the Licence by submitting any required application and supporting documents, as set out in By-law 2024-078, no later than thirty (30) days before the expiry of the Licence.
7. I, as the Licensee, will inform the Town in writing of any changes to the approved information contained within the Licence application or any deviation from the approved plans within seven (7) days of such change or deviation.
8. I, as the Licensee, will ensure compliance with all Town of Collingwood By-laws and all other applicable laws, including, but not limited to, By-law 2024-078, Zoning By-law, Noise By-law, Open Air Burning By-law, and Parking By-law.
9. I, as the Licensee, will ensure the Premises has operating smoke alarms in accordance with the provisions of the Ontario Fire Code. If the Premises has fuel-fired appliances, solid fuel-fired appliances, or an attached garage, I will ensure carbon monoxide alarms are installed outside sleeping areas in compliance with the Ontario Fire Code. I will regularly test all alarms to ensure they are operational. I understand that disabling a smoke or carbon monoxide alarm is strictly prohibited.
10. I understand that submitting false or misleading information to the Town may void an application, result in the revocation of the Licence, or subject me to enforcement measures.

Acknowledgment

I, _____ (*Applicant's Name*),
having read the above Licensee Code of Conduct and the requirements of the Short-Term Accommodation Licensing Bylaw 2024-078, undertake to provide Renter(s) with a copy of the Renter's Code of Conduct and to obtain their signatures as necessary. I understand that any breach of this acknowledgement, provisions of the Short-Term Accommodation Licensing By-law 2024-078, or any other applicable laws may result in the suspension or revocation of the Short-Term Accommodation Licence.

Signature: _____

Date: _____