



Applicant Information

- Name of applicant(s), and
 - Where the applicant is a **corporation**:
 - Contact information (mailing address, email, phone number)
 - Incorporation number
 - Date of incorporation
 - Business Number (nine-digit number issued by the Canada Revenue Agency)
 - Register of current directors and officers by:
 - Full legal name
 - Contact information
 - Photo identification
 - Position
 - Date of appointment
 - List of voting shareholders by:
 - Full legal name
 - Contact information
 - Photo identification
 - Number of voting shares
 - Central Securities Register
 - If one of the shareholders is a private corporation, a public corporation, a society or a partnership, you must submit all the required information for that type of organization
 - Where the applicant is a public corporation, all Shareholders with a 10% or greater interest in the company
 - Where the applicant is **sole proprietor**:
 - Full legal name
 - Contact information (mailing address, email, phone number)
 - Photo identification
 - Date of birth
 - Business Number (nine-digit number issued by the Canada Revenue Agency)
 - Where the applicant is a **partnership**:
 - Name of the partnership
 - Contact information (mailing address, email, phone number)
 - Business Number (nine-digit number issued by the Canada Revenue Agency)
 - Partnership Agreement
 - List of partners identifying:
 - Type of partner
 - Full legal name

Note: This document is based on the submission requirements listed in **Appendix A of the Cannabis Retail Rezoning Policy**. It will be used by City Staff to review your application materials and determine whether the application is complete. Incomplete applications will not be accepted.

- Photo identification
- Contact information
- If one of the partners is a private corporation, public corporation or society, you must submit all of the required information for that type of organization
- Where the applicant is a society:
 - Contact information (mailing address, email, phone number)
 - Business Number (nine-digit number issued by the Canada Revenue Agency)
 - Register of all current directors, officers and senior management by:
 - Full legal name
 - Contact information (mailing address, email, phone number)
 - Photo identification
 - Position
 - Date of appointment
 - Society incorporation number
 - Date of incorporation
 - Society's membership lists
- Vulnerable Sector Criminal Record Check for all individuals listed under the applicable business type (i.e., corporation, sole proprietor, partnership or society). The Check must be:
 - current within the last six months
 - obtained for the specific purpose of operating a cannabis retail store
 - the original Vulnerable Sector Check with the RCMP detachment/local police stamp or seal, RCMP/local police employee signature, date, and ID number
- A detailed description of the applicant's current business undertakings, including a description of the applicant's experience in retail sales in a commercial sector regulated by Canada or Provinces and Territories (i.e. age restricted sales and/or controlled substance sales)
- A detailed description of any enforcement actions or proceedings brought by Canada, Provinces or Territories, a local government, or an agent or branch of either of them against the applicant in relation to the past or current business undertakings of all individuals listed under the applicable business type.
- A listing and detailing of current and previous businesses licenses held or applied for by all individuals listed under the applicable business type with the City of New Westminster
- Proof of application to the Liquor and Cannabis Regulation Branch (LCRB) for a Non-Medical Cannabis Retail Licence

Property Information

- A current title search, including a copy of any 'legal notations' or 'legal encumbrances' documents registered on title which may affect the development of the site such as restrictive covenants, right of ways, easements, and other documentation
- if an applicant has been assigned to apply on behalf of the owner, a Letter of Authorization signed by the owner(s) is required
- Proof and declaration of ownership or of an interest in the subject property including that the applicants either:
 - own the property or have an agreement to buy it if a rezoning is approved;
 - have a lease on the property or have an agreement to lease it if a rezoning is approved; or
 - have a different property arrangement in place (for example, a sublease or a property owned or leased in the name of one of the applicant's business partners).

Business Operation Details

- A detailed description of the applicants proposed business plan for undertaking the retail sale of Cannabis Products for non-medicinal use including a detailed description of the following:
 - Proposed hours of operation
 - Staffing roles and responsibilities
 - Proposed plan for ensuring that the retail sale of Cannabis Products for non-medicinal use is in compliance with Federal, Provincial and City regulatory requirements, and any applicable City bylaws
 - a detailed description of how nuisance behavior, such consumption outside the store, odors from ventilations, etc. is to be mitigated
- A security plan (see Section 6 of the Cannabis Retail Rezoning Application Policy for plan requirements) prepared by trained security professional who is either:
 - a Certified Protection Professional (CPP); or
 - Physical Security Professional (PSP).
- A Crime Prevention Through Environmental Design (CPTED) analysis prepared by a qualified practitioner
- Evidence of the applicant's ability to obtain bonding and insurance coverage

Plans and Drawings

- Architectural drawings, renderings or some other graphical representation of the proposed form, character and design of the proposed retail store. These materials will be required to demonstrate that the business would meet requirements regarding the visibility of cannabis products as well as compliance with City design guidelines and bylaws.
- Site plan of proposed building, prepared by a qualified professional (e.g., an architect or designer) which includes the following information:
 - The location of the building and where it is located on the property
 - The location of all entrances to the store
 - The locations of other buildings and businesses nearby, the entrances to those buildings, and their names or a description of what they are (e.g. gas station, office building)
 - Relevant street names nearby
 - Road access to the property, including the locations of any driveways and parking spots
- Floor plans of proposed unit, prepared by a qualified professional which includes the following information:
 - All doors leading into/out of the sales area
 - All entrances to the store (including back doors)
 - The locations of all fixed shelving or display cases
 - The locations of all cash registers
 - Areas open to the public and those designated for staff only
 - The locations of all storage areas
- Any other information which may be necessary for reviewing the application as determined by the Director of Development Services

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| Application Submission Review Date: | |
| Application Submission Reviewed By: | |
| Proposed location complies with Cannabis Retail Use Separation Distance Guidelines Map: <input type="checkbox"/> Y <input type="checkbox"/> N | |
| Rezoning Number: | Address: |