



APPLICANT INSTRUCTIONS - CANNABIS RETAIL STORES

OBTAINING A VULNERABLE SECTOR CHECK FOR THE PURPOSES OF OPERATION IN THE CITY OF NEW WESTMINSTER

All businesses operating within the City of New Westminster are required to have a valid business licence issued by the City. Those interested in obtaining a business licence to operate a cannabis retail store must first submit a complete application, including a Vulnerable Sector Check, as required in Appendix A of Business Bylaw No. 5640, 1986. Only those cannabis retail store applicants who submit a complete application package will be given consideration.

A Vulnerable Sector Check is an enhanced Criminal Record Check. This type of record check was created to protect persons who, because of their age, disability or other circumstance, are more vulnerable than others. A Vulnerable Sector Check includes checks of national databases maintained by the RCMP and local police records where the applicant lives.

To obtain your Vulnerable Sector Check please visit the local police department or RCMP Detachment in the community in which you reside (i.e. your home community) and present the attached letter and 2 pieces of personal identification. You will be required to pay a processing fee. Please ensure adequate time is given to complete the Vulnerable Sector Check prior to submission of your application. You can provide the “Vulnerable Sector Check – Local Police Instructions” to the local police department to assist your request. Should they refuse, please ask the local police department to provide you a Letter of Refusal. You can take this letter to the New Westminster Police Department, along with two pieces of identification, and obtain your Vulnerable Sector Check there.

The original Vulnerable Sector Check with the RCMP detachment/local police stamp or seal, RCMP/local police employee signature, date, and ID number must be submitted as part of a application for a cannabis retail store in New Westminster; all photocopies will be declined. The Vulnerable Sector Check submitted at time of application must be obtained for the specific purpose of operating a cannabis retail store in the City of New Westminster and must be current within the last six months.

Questions or concerns regarding the requirement to obtain a Vulnerable Sector Check should be directed to Business Licence Coordinator Harry Gill at 604-527-4566. Questions or concerns regarding the process of obtaining a Vulnerable Sector Check should be directed to the RCMP Detachment/local police department in the community in which you reside.

Thank you.