



# The Corporation of the Township of Georgian Bay

99 Lone Pine Road, Port Severn,  
ON L0K 1S0  
Phone (705) 538-2337 Ext. 251  
Fax (705) 538-1850

E-mail • [by-law@gbtownship.ca](mailto:by-law@gbtownship.ca)  
Web • [www.gbtownship.ca](http://www.gbtownship.ca)

## Short-Term Rental Registration – Application Form

In order to be eligible for consideration, all Short-Term Rental Registration Applicants must complete and submit the following application form, including all applicable documents outlined in By-law 2023-116.

If you have any questions regarding the application process, please contact the Township of Georgian Bay By-law Department at 705-538-2337 ext. 251 or via email at [by-law@gbtownship.ca](mailto:by-law@gbtownship.ca)

### PLEASE NOTE:

An application submission does not guarantee a registration. Applicants receive a response within 5 business days or more that the application has been received.

Prior to beginning application, I/WE acknowledge that I/WE have read and reviewed the Township of Georgian Bay Short-Term Rental By-law.

Prior to beginning application, I/WE acknowledge that I/WE have prepped all the required documentation on the Township Website.

SECTION 1 - APPLICANT			
First/Last Name (or Corporation Name)			
Phone Number		Email Address	
Mailing Address			
City	Province/State	Postal/Zip Code	Country
Who is completing Application?			
Owner	Agent	Corporation	Other
Applicant date of birth (yyyy-mm-dd)			
*Applicants must be 18 years of age or older			



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## SECTION 2 – PROPERTY OWNER

\*Only fill if Owner information differs from applicant.

First/Last Name (or Corporation Name)			
Phone Number		Email Address	
Mailing Address			
City	Province/State	Postal/Zip Code	Country

## SECTION 3 – RESPONSIBLE PERSON

By-law 2023-116 Section 4.1(d) states the designated responsible person can be readily contacted within sixty (60) minutes and respond to an emergency or contravention of any Township By-law.

Who is the Responsible Person?			
Owner		Agent	Other
First/Last Name			
Phone Number		Email Address	
Mailing Address			
City	Province	Postal Code	Country



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SECTION 4 – STR PROPERTY INFORMATION			
Civic Address		Roll number	
City	Province	Postal Code	Country
# of Guest Rooms		# of occupants per rental	
Waterfront property?		Does STR property have septic system?	
Yes	No	Yes	No
Number of days rented per year?			
22 days or more		21 days of less	
Type of access			
Year-round maintained public road	Seasonally maintained public road	Private Road or Right of Way	Water Access Property

SECTION 5 – REQUIRED DOCUMENTATION		
<p>As stated in the beginning of the application and on Township website, many documents are required to have the application completed. Please check off that each document has been filled out correctly, and attach them to the application to be sent to Township.</p>		
Proof of Ownership	Responsible Person Consent Form	Proof of Insurance
Waste Disposal Plan	Site Plan	Floor Plan
Septic Inspection (if answered YES in section 4)	Sustainability Plan (optional – 10% reduction in fee)	Proof corporation is legally entitled to conduct business in Canada (if not corporation, leave blank)



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## SECTION 6 - DECLARATION

I/We do declare that all the information submitted in this document is true and understand that it may take a minimum of thirty (30) days for this application to be processed.

I/We declare that the owner is satisfied in the information provided and that if the applicant differs from the owner, I/We have the owners consent to rent the property.

I/We understand that submitting false and/or misleading information in this application will void the application and may lead to further enforcement measures.

I/We have read and understand the Short-Term Rental Registration By-Law.

I/WE further give permission for those Persons listed in the Short-Term Rental Registration By-law to enter onto a Premises or enter the residence for purposes as defined in the bylaw.

Prior to submitting application, I/WE acknowledge that all information has been completed in full and that all required documentation on the Township Website is attached to this application.

\*Once application is done and required documents are complete, please submit all documents in one of the following ways:

1. **Email** → [by-law@gbtownship.ca](mailto:by-law@gbtownship.ca)
2. **In-Person** → Township of Georgian Bay Administration Building, 99 Lone Pine Road Port Severn, Ontario, L0K 1S0.
3. **Mail to:** → Township of Georgian Bay  
99 Lone Pine Road  
Port Severn, Ontario  
L0K 1S0.



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FOR INTERNAL USE ONLY			
<b>Application Received</b>		<b>Application Received By:</b>	
Date Stamp:		Staff member:	
		Form of receipt:	
Approved Application:		Applicant notified of approval via:	
YES	NO	Email	Date