

**Supplementary Utility Fees  
2020 Declaration**

The *Burnaby Waterworks Regulation Bylaw* and *Sewer Charge Bylaw* require this declaration to be completed accurately by owners of all Single Family and Two Family Dwellings in the City of Burnaby. **Please submit by the deadline date of November 30, 2019.** If there is a change in the rental status of the property, a new declaration must be submitted within 30 days of the change.

**Section 1: OWNER INFORMATION**

Person making declaration must be a current owner or hold Power of Attorney for a current owner. For multiple owners, **only one declaration is required by one owner on behalf of all owners.**

First Name:		Last Name:	
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**Civic Address:**

Folio:	
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House No:		Street:	
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City:	Burnaby, BC	Postal Code:	
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Telephone:		Email:	
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**Name(s) of Additional Owner(s), if applicable:**

Additional Owner:		Additional Owner:	
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**Section 2: DECLARATION**

I make the following declaration, on behalf of myself and the additional owners, in accordance with the Burnaby Waterworks Regulation Bylaw 1953 and the Burnaby Sewer Charge Bylaw 1961:

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|--|------------------------------|-----------------------------|
| a) The property contains a suite of any form, whether authorized or not under the City's Zoning and other bylaws (see definition of "suite" on page 2) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b) If the property contains a suite, the suite will be rented in 2020 (see definition of "rented" on page 2)   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c) An owner resides / will reside at the property in 2020. (see note on page 2 re: House Rental Business Licence)                                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**SIGNATURE:**

**DATE:**

**DEADLINE FOR SUBMITTING THIS DECLARATION is November 30, 2019.**

**TOTAL \$1,000 PENALTY FOR NON-COMPLIANCE:** Two penalties of \$500 each, under the *Burnaby Waterworks Regulation Bylaw* and the *Burnaby Sewer Charge Bylaw*, may be issued for: (a) failing to submit this declaration by November 30, 2019; (b) failing to submit a further declaration within 30 days following a change in the rental status of a suite; or (c) submitting a false or inaccurate declaration. In addition, the 2020 Supplementary Utility Fees will be imposed for the property immediately.

**Supplementary Utility Fees  
2020 Declaration****Definitions:**

“rented” means the receipt of rental income in exchange for use or occupancy of a suite for any period of time, including renting to family members or relatives.

“suite” means one or more habitable rooms constituting one self-contained unit with a separate entrance and containing a kitchen or set of cooking facilities, all of which are accessory to a single family dwelling or two family dwelling, whether or not such “suite” complies with other City bylaws.

**House Rental Business Licence:** Under the *Burnaby Business Licence Bylaw*, a “rental house” is a Single Family Dwelling or Two Family Dwelling that: (a) is rented or offered for rent; and (b) is not occupied by the owner. The owner of a “rental house” is required to obtain a Business Licence and pay the applicable Business Licence Fee. Supplementary Utility Fees do not apply to a “rental house” with a valid Business Licence. Contact [licence@burnaby.ca](mailto:licence@burnaby.ca) or 604 294 7320 for further details.

**A PENALTY OF \$500 MAY BE IMPOSED FOR THE FAILURE TO OBTAIN A BUSINESS LICENCE FOR A “RENTAL HOUSE”.**

Please complete, sign and submit this declaration to the City of Burnaby via:

- Email to [secondariesuites@burnaby.ca](mailto:secondariesuites@burnaby.ca) or
- In person or mail to: Tax Office, Revenue Services  
Burnaby City Hall  
4949 Canada Way  
Burnaby, BC, V5G 1M2

***NOTE – Submissions via email will receive an automated response. Please retain this response as proof of submission.***

For suite billing / declaration questions please contact [secondariesuites@burnaby.ca](mailto:secondariesuites@burnaby.ca) or phone: 604-294-7350.

**IMPORTANT INFORMATION**

- (1) The City of Burnaby is collecting the information in this declaration under s. 26 of the *Freedom of Information and Protection of Privacy Act*. The information collected may be shared with other City departments for the purpose of enforcement of applicable bylaws.
- (2) Declarations are distributed to property owners in October and must be returned to the City by no later than November 30, 2019.
- (3) If a property owner does not submit a declaration, the City’s latest record for the suite and rental status of the property will be used in applying 2020 Supplementary Utility Fees.
- (4) Supplementary Utility Fees are charged on an annual basis in accordance with the *Burnaby Waterworks Regulation Bylaw* and *Burnaby Sewer Charge Bylaw*. **There is no pro-ration of Supplementary Utility Fees.**
- (5) Any change in the rental or suite status of a property must be reported to the City of Burnaby within 30 days of the change. In such circumstances owners will be asked to complete a new declaration. Fees already charged / paid will not be refunded.