

## Supplementary Utility Fees Declaration

This form is to be used for Single or Two Family Dwellings in the City of Burnaby. You must complete this declaration if there has been a change in the status of your dwelling since your last submission (**owner/ occupancy / rental use / suite addition or removal**) or if you have not previously submitted a form. An updated declaration form must be submitted within 30 days of any change. Failure to submit a declaration form may result in a penalty.

This declaration will determine the water and sewer utility fees payable for the property and whether a House Rental Licence is required.

Please check one:

**this is a new declaration or**       **this declaration relates to a change in status. The property status changed on** \_\_\_\_\_

### SECTION 1: OWNER INFORMATION

Person making this 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.**

UTILITY ACCOUNT #: EXAMPLE - (2XXXXXX) <input type="text"/>	FIRST NAME	LAST NAME
NAME(S) OF ADDITIONAL OWNER(S), IF APPLICABLE:		
CIVIC ADDRESS		
HOUSE NO	STREET	
CITY Burnaby, BC	POSTAL CODE	
TELEPHONE	EMAIL	

### SECTION 2: DECLARATION

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

This is a declaration for:			
Single Family Dwelling	Duplex (Two Family Dwelling)		
Half Duplex (Stratified Two Family Dwelling)	Property Under Construction/Demolished - Once construction is completed a new declaration MUST be submitted.		
a) Will this property or part thereof be rented out?	Yes	No	
If you answered NO, then you do not need to answer the remaining questions. (Please submit your application)			
If you answered Yes to above, please answer the following:			
b) The property contains, or will contain a suite - of any form. (see definition of suite on page 2)	Yes	No	
c) The suite will be rented out	Yes	No	N/A
d) Does the owner live on the property	Yes	No	
e) How many rental agreements are in place	1	2	3      More

NAME (PLEASE PRINT)	DATE	TAX OFFICE USE ONLY	
		TAKEN BY	
SIGNATURE		DATE	

Please complete, sign and submit this declaration to the City of Burnaby by November 30th of the current year or within 30 days of a change in property status, whichever comes first.

- Email to [secondariesuites@burnaby.ca](mailto:secondariesuites@burnaby.ca) 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 inquiries please contact [secondariesuites@burnaby.ca](mailto:secondariesuites@burnaby.ca) or 604-294-7350.**

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### 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, and for any amount.

“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.

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**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 any of the following: (a) failing to submit a declaration; (b) failing to submit an additional declaration within 30 days following a change in the rental status of a suite; or (c) submitting a false or inaccurate declaration. In addition, where applicable, Supplementary Utility Fees will be imposed for the dwelling immediately.

**Supplementary Utility Fees:** Supplementary Utility Fees are comprised of an additional Water charge and an additional Sewer Use charge, and are billed as separate items on your Utility Notice for a Single Family or Two Family Dwelling with a “rented suite”. In a “rental house” (see below) that contains a suite, Supplementary Utility Fees will apply if the suite is rented separately from the main floor.

**Rental House:** 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 House Rental Licence and pay the applicable House Rental Licence Fee. If a “rental house” contains a suite, Supplementary Utility Fees will apply if the suite is rented separately from the main floor. Contact [licence@burnaby.ca](mailto:licence@burnaby.ca) or 604-294-7320 for further details on obtaining a House Rental Licence. Visit [burnaby.ca/HRLapplication](http://burnaby.ca/HRLapplication) to find the House Rental Licence application.

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

### IMPORTANT INFORMATION

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. 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 proration of Supplementary Utility Fees.**