

 CONSUMER PROTECTION BC	POLICY	Version: 1.0 Modified: February 9, 2018
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Licensing Renewal Fees Policy and Procedure

1.0 Purpose

To outline the process Consumer Protection BC undertakes when a licence renewal submission is received more than two weeks prior to expiration, within two weeks of expiration and after the expiration date.

2.0 Definitions

“**renewal**” means the process of reapplying for a licence prior to the current licence’s expiry date. While the law for renewing a licence is the same as applying for a licence for the first time, the renewal process is different.

“**renewal: at least two weeks prior to licence expiry**” means the process of reapplying for licence more than two weeks prior to the current licence’s expiry date, resulting in a lesser fee.

“**renewal: within two weeks of licence expiry**” means the process of reapplying for a licence within two weeks of the current licence’s expiry date, resulting in a greater fee.

“**new application**” means the process of applying for a new licence, including a new application form, and all other associated supporting documents and fees.

3.0 Rationale

The statutory framework for licensing under the *Business Practices and Consumer Protection Act*, the *Cremation, Interment and Funeral Services Act*, and the *Motion Picture Act*, requires a licensee to submit a licence renewal application and obtain a new licence prior to the expiry of their current licence.

The tiered licensing renewal structure will encourage licenced businesses to submit their renewals on time and early. This will create efficiencies in our processing of renewals.

These procedures outline the licence renewal submission process and the timeframes associated with renewals.

4.0 Policy Statement

When processing all licence renewal submissions, Consumer Protection BC will respect the confidential information of the licensee, the licence expiry dates imposed and the statutory requirements for renewing a licence.

In order to ensure timely and efficient renewal periods Consumer Protection BC has implemented two separate fees, to incentivise early renewal.

If a licensee renews their license more than two weeks prior to their licence expiration date they will pay a lesser fee.

If a licensee renews their licence within two weeks of their licence expiration date they will pay a greater fee.

If a licensee allows their licence to lapse after their expiration date they will be required to apply for a new licence. Consumer Protection BC does not offer a grace period.

5.0 Procedures

5.1 Consumer Protection BC will do the following related to processing licence renewal packages received before the license expiration date:

- Approximately 4 to 6 weeks prior to the expiry of a licence, Consumer Protection will send out a notice informing licensees of their renewal requirements and deadlines.
- Completed renewal applications will be tracked and processed in date order.
- Incomplete renewals will be returned to the applicant and the expiry date of the licence will still apply. Only complete renewal submissions will be dated as received.
- The post-mark date will be the date Consumer Protection BC uses to determine which fee applies, or if a new application is required.

5.2 Consumer Protection BC will do the following related to processing licence renewals received after the licence expiry date:

- Upon the expiry of a licence, Consumer Protection BC will send out an “Expired Licence Notice” to licensees whose licence renewal submission is outstanding or incomplete.
- Licensees are required to submit a new application, along with associated submissions. All costs associated with applying for a new licence are in effect.

6.0 References

Business Practices and Consumer Protection Act Cremation, Interment and Funeral Services Act

The *Business Practices and Consumer Protection Act* and the *Cremation, Interment and Funeral Services Act* require the licensing of certain activities.

Motion Picture Act and Regulation

The *Motion Picture Act* and *Motion Picture Act Regulation* require the licensing of certain activities.

Fee Schedule

Section 179(1) of the *Business Practices and Consumer Protection Act*, section 59(2) of the *Cremation, Interment and Funeral Services Act*, and section 12.6 of the *Motion Picture Act* allow Consumer Protection BC (the “Authority”) to set fees, charges, and other amounts.