



PURPOSE:

This application form may only be used to apply for a reconsideration of a Compliance Order imposing a monetary penalty. The form must be received within 30 calendar days from the date that you received the Compliance Order. This application form shall also be used to request an extension of time if more than 30 calendar days have passed since the Compliance Order was received.

INSTRUCTIONS:

- Please complete all applicable fields and submit the completed application form to the Community Safety Unit. This form can be completed online and printed. If you have any questions about this application, please contact the Community Safety Unit at 604-502-5493 (lower mainland) or 1-855-502-5494 (toll free).
- The deadline for the Community Safety Unit to receive an Application for Reconsideration is 30 calendar days from the date that you received the Compliance Order for which reconsideration is sought (see section 41 of the *Cannabis Licensing Regulation* for rules regarding how to determine when a Compliance Order was received).
- The application fee is due at the time you submit your Application for Reconsideration.
- You may not apply for a reconsideration of a Concession Order (order made by the Director of the Community Safety Unit following the receipt of a signed waiver).
- If you intend to apply for an oral hearing, you must do so at the same time as you submit this Application for Reconsideration. The Application for Oral Hearing form is available on the CSU website.
- For further details about the process, please refer to the CSU's Reconsideration Process Policy found on our website: www.gov.bc.ca/Community-Safety-Unit.

Note: If you have a representative that you would like to represent you during the reconsideration hearing process and you want the CSU to share your personal information with your representative, please complete the Authorization of Representative Form if you have not already done so. The Authorization of Representative Form is found on our website.

Part 1: Personal Information

Legal Name of Applicant	Position (if applicable)		
Telephone	Fax		
Email			
Mailing Address	City	Province	Postal Code
Community Safety Unit File Number	Compliance Order Number for which reconsideration is sought		

Part 2: Request for Extension of Time

This Part should be completed only if more than 30 calendar days have passed from the date that you received the Compliance Order for which reconsideration is sought. Please identify the special circumstances that prevented you from meeting the deadline and why an injustice would result if an extension was not granted. Include additional pages and evidence to support your request if required. The Director has the authority to grant or deny your request for an extension of time.



Part 3: Applicant's Submission

Note: The decision on whether to accept the Application for Reconsideration will be based on a review of this application and any supporting evidence provided. Be thorough in your submission and ensure that any relevant new evidence is included with this application.

As specified in section 95(3) and (4) of the *Cannabis Control and Licensing Act* and section 30 of the *Cannabis Control Regulation*, there are three grounds for reconsideration of a Compliance Order. Select one or more grounds:

- New evidence that is substantial and material to the reconsideration and did not exist when the Compliance Order was made or did exist at that time but was not discovered and could not, through the exercise of reasonable diligence, have been discovered (attach new evidence)
- A failure to observe the rules of procedural fairness
- An error of law, other than an error of law respecting a constitutional question within the meaning of the *Administrative Tribunals Act*

Please note that reconsideration is not an opportunity to re-argue the case. These are the only reasons that a decision may be reconsidered, so you must provide a detailed written submission which clearly indicates the way in which one or more of the grounds for reconsideration is/are applicable. If there is not enough room in the space provided below you may attach the written submission to your application.

Part 4: Fee Payment

The reconsideration application fee is \$500.00 and is refundable only if the Compliance Order is rescinded by a Reconsideration Order.

Payment made by a certified cheque or money order is payable to:

Minister of Finance
c/o Community Safety Unit
PO Box 9060 Stn Main
Surrey BC
V3T 0N4

Payment can be made by credit card by accessing a BC Express Pay link on the CSU website:
www.gov.bc.ca/Community-Safety-Unit

Note: If payment is made by credit card, you must provide proof of payment by emailing CSU@gov.bc.ca the payment confirmation page you receive with the transaction ID number.



Your Application for Reconsideration will not be accepted until the application fee is paid in full. The application fee is due at the time you submit your Application for Reconsideration.

Part5: Signature	
Signature of applicant or authorized signatory of the applicant	Date (mm/dd/yy)

This form must be signed by an individual with the appropriate authority.

The information requested on this form is collected by the Community Safety Unit under Sections 26(b) and (c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of compliance and enforcement matters in accordance with the *Cannabis Control and Licensing Act*. Should you have any questions about the collection, use, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111.

Mail, email or fax this completed form to:
 Director,
 Community Safety Unit
 PO Box 9060 Stn Main
 Surrey BC
 V3T 0N4

Email CSU@gov.bc.ca

Fax number 604-591-5611