



PURPOSE:

This Application for Reconsideration form may only be used to apply for a reconsideration of a Compliance Order issued under section 94 of the *Cannabis Control and Licensing Act (CCLA)*. **The completed Application for Reconsideration form must be received by the Community Safety Unit (CSU) within 30 calendar days from the date that the applicant received the Compliance Order for which reconsideration is sought** (see section 41 of the Cannabis Licensing Regulation for rules about how to determine when a Compliance Order is deemed received). A Concession Order, which is an order made following the receipt of a signed waiver, cannot be reconsidered.

Please read the CSU’s Reconsideration Process Policy before completing the Application for Reconsideration:
<https://www2.gov.bc.ca/gov/content/safety/public-safety/csu/compliance>

INSTRUCTIONS:

You must complete all applicable fields and submit the completed Application for Reconsideration form, along with the submissions, new evidence (if applicable) and the application fee of \$500 (or proof of payment) to the CSU by mail, email or fax. If the form is incomplete or the application fee is not paid in full, this Application for Reconsideration will be rejected.

You will be notified if the Application for Reconsideration is accepted or rejected. If accepted, the reconsideration hearing will proceed on a review on the record, which includes your enclosed submissions and, if applicable, new evidence.

If you intend to apply for an oral hearing, you must do so at the same time as you submit the Application for Reconsideration. The Application for Oral Hearing form is available on the CSU’s website.

If more than 30 calendar days have passed since you received the Compliance Order, you must submit a written request for an extension of time before the Director will consider this application. An extension of time will not be granted unless you can establish there were special circumstances that prevented you from meeting the deadline and an injustice would result if an extension of time is not granted. You must provide your written argument and any supporting evidence with your extension request, which must be sent to the CSU by mail, email, or fax. You will be notified if the extension request is accepted or rejected.

If you have any questions, please contact the CSU at 604-502-5493 (lower mainland) or 1-855-502-5494 (toll free).

Note: If you would like an individual to represent you during the reconsideration hearing process and have the CSU share your personal information with your representative, you must complete and submit an Authorization of Representative form, if one has not previously been submitted. A corporation, including a society, must submit an Authorization of Representative form with their Application for Reconsideration. The Authorization of Representative form can be found on the CSU 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: Applicant's Submission	
<p>As specified in sections 95(3) and (4) of the CCLA, a reconsideration may be based on only one or more of three specified grounds (listed below). Pursuant to section 95(5) of the CCLA, you must identify one or more of the following grounds that apply to your reconsideration application:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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 (if this ground applies you are also required to attach the new evidence). <input type="checkbox"/> A failure to observe the rules of procedural fairness. <input type="checkbox"/> An error of law, other than an error of law respecting a constitutional question, including, but not limited to, a constitutional question that requires notice to be given under section 8 of the <i>Constitutional Question Act</i>. <p>Furthermore, section 95(5) requires that you include your submissions setting out your argument with respect to the grounds for reconsideration identified above. The 3 grounds listed above are the only reasons the Director may reconsider a Compliance Order.</p> <p>Note: You must enclose your submissions (written argument and, as applicable, new evidence) with this form. As the applicant, you carry the burden of proof.</p>	
Part 3: Fee Payment	
<p>The reconsideration application fee is \$500.00 and is not refundable unless the Compliance Order is rescinded by a Reconsideration Order. The application fee can be paid by credit card, certified cheque, or money order.</p> <p>Note: If the application fee is not paid in full, this Application for Reconsideration will not be accepted.</p> <p>Credit card payments can be paid through an Express Pay link on the CSU website. If payment is made by credit card, the payor must provide proof of payment by emailing CSU@gov.bc.ca the payment confirmation page with the transaction ID number.</p> <p>Payment made by certified cheque or money order is payable to:</p> <p style="text-align: center;">Minister of Finance c/o Community Safety Unit PO Box 9060 Stn Main Surrey BC V3T 0N4</p>	
Part 5: Signature	
Signature of applicant or authorized signatory of the applicant	Date (mm/dd/yy)
Name of signatory	
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, the corresponding submissions, and if appropriate, the new evidence to:

Director,
Community Safety Unit
PO Box 9060 Stn Main
Surrey BC
V3T 0N4

Email CSU@gov.bc.ca

Fax number 604-591-5611