



Corporate Services Department  
Municipal Law Enforcement & Licensing Services

## INFORMATION SHEET RESIDENTIAL RENTAL HOUSING LICENSING: LICENCE DENIAL & APPEAL

The Appeal of the Directors decision to deny a Licence or to put conditions on a licence must be made in writing, using the Licence Denial Appeal Application form located at [www.oshawa.ca/rrhl](http://www.oshawa.ca/rrhl). There is a \$250 fee for a Licence Denial Appeal.

### **LICENCE DENIAL**

- If the review of a licence application reveals in whole or part;
- Non Compliance with applicable law & regulations
  - A history of non compliance with applicable law & regulations
  - A history of providing incorrect or misleading information to the City
  - A history of By-law or Police activity at the Rental Property associated with the behaviour of the occupants or guests of the occupants
  - Outstanding fees, fines, or administrative penalties owing to the City

The application may be denied.

- The applicant will be advised of the denial and provided the option of appeal. The decision to appeal or not will be the applicants.

### **LICENCE DENIAL APPEAL PROCESS**

#### Denials/Revocations/Suspension

- An applicant who has been denied a Licence by the Director pursuant to by-law 120-2005 section 4(h) or 4(i) may appeal the decision to the Hearings Officer. They must submit a Licence Denial Appeal Application Form and pay a \$250 fee.
- The Hearings Officer shall hold a hearing in the presence of the applicant and those notified pursuant to the by-law, and rules in section 14 apply with necessary modifications. (29-2009)
- The Hearings Officer may revoke, suspend, impose any conditions upon, or refuse to issue or renew any licence to any person under this by-law. (29-2009)

**INFORMATION SHEET**  
**RESIDENTIAL RENTAL HOUSING LICENSING:**  
**LICENCE DENIAL & APPEAL** continued

**LICENCE DENIAL HEARINGS PROCESS**

- The Statutory Powers Procedure Act applies to any hearing conducted by the Hearings Officer.
- The Hearings Officer shall hold a hearing in the presence of; the applicant, property owners within 30 metres of the applicant's property and the Director.
- The only people who are permitted to speak at a Hearing are;
  - The applicant or designated agent
  - The property owners located within 30 metres of the applicants property.  
Notes: 1. If the neighbouring property owner cannot attend the Hearing, the Hearings Officer will only accept a written submission which speaks to the Licence Denial. 2. Neighbouring property owners may not assign their speaking privilege to others.
  - The Director or designate.
- The Hearings Officer has the discretion to revoke, suspend, impose any conditions upon, or refuse to issue or renew any licence to any person under this by-law. (29-2009)
- The Hearings Officer shall not make a decision on the appeal without first affording the appellant, the Director (or designate) and property owners within 30 metres of the appellant property an opportunity to be heard.
- After such opportunity to be heard is afforded to the applicant and those noted above, the Hearings Officer may make any decision in respect of which the hearing was held.
- The Hearings Officer shall either make a decision at the hearing or defer the decision to a later date.
- A decision by the Hearings Officer shall be effective when notice of the decision has been given to the applicant. (25-2008) (29-2009)
- A decision of the Hearings Officer is final and not subject to review.