



BEEKEEPING / HEN KEEPING LICENCE APPLICATION

Town of Stony Plain
4905-51 Avenue
Stony Plain, Alberta
T7Z 1Y1
Tel: (780) 963-2151

If you would like to speak with the Planning department before submitting your application to discuss any concerns, please contact us planning@stonyplain.com or at 780-963-8598 and we would be pleased to assist you.

Applicants must fill in the following application form and submit all supporting documents and information for an application to be considered complete. Incomplete or illegible applications will not be reviewed.

Application and supporting materials can be emailed to planning@stonyplain.com. Applications may also be dropped off in person or mailed to the Town at:

Town of Stony Plain
Attn: Sustainability Planner
4905-51 Avenue
Stony Plain, AB T7Z 1Y1

Licence Application Type:

I am applying for a:

| | |
|--------------------------|---------------------------|
| <input type="checkbox"/> | Urban Beekeeping Licence |
| <input type="checkbox"/> | Urban Hen Keeping Licence |

This is a:

| | |
|--------------------------|------------------------|
| <input type="checkbox"/> | First Time Application |
| <input type="checkbox"/> | Annual Renewal |

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Fill out and submit this section if applying for a beekeeping or hen keeping licence for the first time.

Required Application Materials

This personal information is being collected for the Town of Stony Plain under the authority of the Protection of Privacy Act (POPA) Sec. 4(c) and will be used to collect information regarding License Applications. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the ATIA Coordinator at 780-963-2151.

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|---|------------------------------|
| Proof of support from a qualified mentor <ul style="list-style-type: none"> Letter, email, or note confirming the individual has agreed to mentor you along with a brief outline of their experience in beekeeping or hen keeping | <input type="checkbox"/> Yes |
| Site Plan | |
| Site Plan showing: <ul style="list-style-type: none"> Municipal Address Property lines with dimensions Location of proposed beehive(s) / hen coop with distances to property lines, buildings, garages, sheds or other structures HEN KEEPING ONLY - Dimensions of the hen coop and coop run BEEKEEPING ONLY – location and height of any solid fences and or hedges and distance to any trails, sidewalks, parks next to the property | <input type="checkbox"/> Yes |
| BEEKEEPING ONLY: Proof of registration with the Provincial Apiculturist | <input type="checkbox"/> Yes |
| HEN KEEPING ONLY: Provide the following information on your hen coop design: | |
| Number of hens to be kept _____ | |
| Coop indoor floor area (minimum of 0.37 m ² per hen) _____m ² | |
| Coop outdoor floor area (minimum of 0.93 m ² per hen) _____m ² | |
| Number of nest boxes (minimum of 1 per 3 hens) _____ | |
| Length of roost space (minimum of 0.2 m per hen) _____m | |

Once the application has been deemed complete, you will be contacted by the Town and the First Time Application Fee of \$150 as outlined in the Fees and Charges Bylaw will be due before any further review of the application will take place.

Payment can be made during our regular business hours (8:30 AM to 4:30 PM, Monday to Friday, closed on statutory holidays):

- Over the phone; or
- In person at our office located at 4905 - 51 Avenue, Stony Plain AB, T7Z 1Y1

Once payment is received, your application will be reviewed and pending no concerns you will receive your licence certificate via email.

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Confirmation and Authorization

Please initial each statement confirming you have read and understand each statement.

| | |
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| | I acknowledge that keeping of hens / bees shall not be undertaken until the beekeeping / hen keeping licence has been issued. |
| | Pursuant to the Municipal Government Act, I hereby authorize employees, representatives, and agencies acting on behalf of the Town of Stony Plain to enter the subject property, for the purpose of making a decision on this application and to conduct inspections in connection to a beekeeping or hen keeping licence and / or animal care and conditions. |
| | I have read and understand the <i>Non-domestic Animal Bylaw 2723/AC/25</i> and the Beekeeping / Hen Keeping Guidelines and agree to adhere to the regulations and requirements found within and to undertake the responsibilities of a hen keeper / beekeeper. |
| | I understand that failure to abide by all requirements of the <i>Non-domestic Animal Bylaw 2723/AC/25</i> and all municipal, provincial, or any other applicable regulations may result in the licence being revoked. |

Signature: _____

Date: _____