



Eligible Resident & Private Home Accommodation Application Confirmation Form

SECTION 1: CONFIRMATION – ELIGIBLE RESIDENCY

The applicant confirms that they are an Eligible Resident as defined in the *National Parks of Canada Lease and Licence of Occupation Regulations, SOR/92-25* by meeting one of the definitions below.

**Supporting documentation confirming eligibility status must be provided prior to Discretionary Use Permit issuance to operate a Private Home Accommodation.*

Select: (One)	Eligible Resident - Status	Supporting Documentation – Required
☐	a) <i>an individual whose primary employment is in the park.</i>	Proof of employment – letter of employment
☐	b) <i>an individual who operates a business in the park and whose presence at the place of business is necessary for the day-to-day operation of the business.</i>	Proof of ownership – corporation records with details about involvement in day-to-day operations
☐	c) <i>a retired individual who resides in the park and who, for five consecutive years immediately prior to retirement:</i> i. <i>was employed in that park, or</i> ii. <i>operated a business in that park, and whose presence at the place of business was necessary for the day-to-day operation of the business.</i>	Proof of residency status in the park at retirement; and either i. Retirement letter from former employer or letter confirming employment for last five consecutive years prior to retirement date. OR ii. Corporate records which support retirement claim and date of retirement with details about involvement in the day-to-day operations for five consecutive years prior to retirement. <i>*Other documents may be required to confirm retirement status.</i>
☐	d) <i>the spouse or common-law partner or a dependent of an individual referred to in any of paragraphs (a) to (f).</i>	Proof of eligible residency for spouse, common-law partner, or benefactor/caregiver based on definitions provided above.

There are other unique categories that may demonstrate Eligible Residency, for the full list please see the [National Parks of Canada Lease and Licence of Occupation Regulations, SOR/92-25](#). If you would like to claim under one of the unlisted categories, please contact the Development Office at jasperdevelopment@pc.gc.ca.



SECTION 2: CONFIRMATION – LAND USE POLICY REQUIREMENTS

The applicant confirms that they meet both of the following eligibility criteria to apply for a Discretionary Use Permit to operate a Private Home Accommodation:

☐	The applicant is the lessee of record and will reside in the dwelling unit as their primary residence
☐	The applicant is the intended permit holder and operator of the proposed Private Home Accommodation

SECTION 3: CONFIRMATION – PERMIT CONDITIONS

The applicant acknowledges and understands that Discretionary Use Permit issuance is conditional upon adherence to the requirements of the legislation, the Town of Jasper Land Use Policy and the lease for the property including all the following:

☐	A Discretionary Use Permit for a Private Home Accommodation is non-transferable between persons and leasehold property
☐	Failure to adhere to the terms and conditions of a Discretionary Use Permit, as issued, may result in revocation
☐	Parks Canada (the Minister) may at any time request by way of affidavit or solemn declaration that the occupant(s) of leased public lands are an Eligible Resident

Name of Applicant

Signature of Applicant

Date

Electronic copies of the above information should be submitted to the Development Office at jasperdevelopment@pc.gc.ca. Hard copies may be submitted at the Parks Canada Administration Office in the Jasper Heritage Railway Station at 607 Connaught Street. Office hours are Monday to Friday, 8:30 am to 4 pm.



Application Guide and FAQs

APPLICATION GUIDE FOR ELIGIBLE RESIDENTS & PRIVATE HOME ACCOMMODATIONS

For the purposes of completing a Private Home Accommodation Discretionary Use Permit application, the applicant must demonstrate that the proposal satisfies the requirements of the *Town of Jasper Land Use Policy*, confirm understanding of the conditions of a permit issued thereunder, and acknowledge the provisions of the *National Parks of Canada Lease and Licence of Occupation Regulations, SOR/92-25* applicable to the leasehold property.

The application must demonstrate that the permit holder will:

- be the Operator of the Private Home Accommodation
- be the Occupant of the dwelling, as a primary residence, in which the Private Home Accommodation is operated
- be an Eligible Resident, and
- be the Lessee of the leased public lands in respect of the application for a permit

Instructions:

- Attach all required documents to the [Private Home Accommodation Discretionary Use Permit](#) application.
- Complete this form for each eligible resident / operator (as applicable) and attach appropriate documentation.
 - Section 1 – Confirm (select one) ‘Eligible Residency’ status of applicant.
 - Section 2 – Confirm understanding (select all) of application requirements.
 - Section 3 – Confirm understanding (select all) of permit conditions.
 - Section 4 – Confirm date of application, print name, and provide signature.

FAQs – ELIGIBLE RESIDENCY AND PRIVATE HOME ACCOMMODATIONS

Why is Eligible Residency relevant?

Residential leases in Jasper restrict the occupancy of a residential dwelling unit to an ‘eligible resident’. A person occupying a dwelling must qualify as an ‘eligible resident’ to be able to live in a property and operate a Private Home Accommodation. The issuance of a permit for a Private Home Accommodation does not qualify the business operator as an ‘Eligible Resident’.

Who is an Eligible Resident?

The [National Parks of Canada Lease and Licence of Occupation Regulations, SOR/92-25](#) provides the full list of definitions for ‘eligible resident’.

For the purposes of the definition “eligible resident” and subsections (b)&(c), “business” means a business that is licensed under the *National Parks of Canada Businesses Regulations* or under a by-law passed by the Municipality of Jasper.



Is a Statutory Declaration required with an application?

This form must be submitted with each Private Home Accommodation application instead of a Statutory Declaration.

Will a Statutory Declaration be required to re-confirm Eligible Residency again?

On a case-by-case basis, the Minister responsible for Parks Canada may request that a lessee who has been granted a lease of public lands pursuant to paragraph 3(1)(a) or (c) provide to the Minister evidence, by way of affidavit or solemn declaration, that each occupant of the leased public lands is an eligible resident.

What information should I include in a letter of employment?

A letter of employment must be provided by the applicant's primary employer. This employer must hold a valid Business Licence issued in Jasper National Park or the Municipality of Jasper.

The letter should be on business letterhead and describe:

- job title
- length of term of employment (i.e., months, years)
- type of term of employment (e.g., full-time, part-time, casual, etc.)
- typical hours per week

Contact Parks Canada staff to confirm information required for other forms of proof.