



## Notices to local authorities for licence changes template

Complete the required information. All fields indicated by an asterisk (\*) are mandatory.

**Subject: Notice of issuance, amendment, or revocation of a licence under the *Cannabis Act* and the *Cannabis Regulations***

Date (YYYY-MM-DD)*	
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### Section 1: Information of local authority

Local authority*	Local police force or the Royal Canadian Mounted Police detachment (RCMP) Local fire authority Local government (municipal government such as city, municipality)
Address of the local authority*	
City or town*	
Province*	
Postal code*	
Name of mayor, chief of council, fire chief, police chief or senior official*	

Section 2: Information on the cannabis licence holder	
<b>The purpose of this document is to provide a notice to local authority, in accordance with subsection 35(1) of the <i>Cannabis Regulations</i>, that, as of</b>	
Date the licence was issued, amended, or revoked (YYYY-MM-DD)*	
<b>The following cannabis licence holder has made a change to their licence</b>	
Name of licence holder*	
Site address, and the address of each building on-site, if applicable*	
City or town*	
Province*	
Postal code*	
Select all the changes being made at the stated site address based on the licences under the <i>Cannabis Act</i> and the <i>Cannabis Regulations</i> *	<ul style="list-style-type: none"> <li>Issuance of a new licence class</li> <li>Amendment to the licence               <ul style="list-style-type: none"> <li>Change to the site plan</li> <li>Change to activities authorized at the site</li> </ul> </li> <li>Renewal</li> <li>Revocation of a licence</li> </ul>
Additional details	
<b>If you require more information, contact the cannabis licence holder using their contact information below.</b>	
Name of responsible person or alternate*	
Phone or email*	