

# URBAN BEEKEEPING Permit Application



Please complete this form and attach all supporting documents to make a complete application package. Applicants may email their application to [ecdev@bonaccord.ca](mailto:ecdev@bonaccord.ca) or drop off at the Town office, 5025 – 50<sup>th</sup> Ave. Bon Accord. All submitted materials must be clear, legible and precise.

Failure to maintain and abide by all requirements of the Animal Control Bylaw, the Urban Beekeeping Guidelines and/or applicable provincial regulations will lead to a permit being revoked, and the bees must be removed from the property at the applicant's expense within 14 days of notification. Keeping bees without a permit will result in a charge under the Animal Control Bylaw.

## APPLICANT INFORMATION

Full Name  
(Printed):

Email Address:

Phone Number:

Postal Code:

☐ I currently reside at the property ☐ I am the registered owner of the property ☐ I am 18 years of age or older.

## SITE INFORMATION

Address:

Location of beehive and nuc on property:

☐ Attach Site Sketch complete with hive and nuc location and associated setback distances. Acceptable site sketches may be produced using an existing real property report, an aerial photo from Google Earth, or a scaled drawing (see example site sketch). No more than two (2) apiaries are allowed per property.

### *Compliance with the Urban Beekeeping Guidelines*

- Will the beehive and nuc be located in a fenced rear yard? ☐ YES ☐ NO
- Will the hive and nuc be located a minimum of 3 metres away from the property line if the fence is less than 2 metres high? ☐ YES ☐ NO
- Are the beehive and nuc located a minimum of 3 metres away from any public right-of-way or private road? ☐ YES ☐ NO
- If the rear yard is in close proximity of a public place including, but not limited to schools, playgrounds, sports fields or hospitals, will the beehive and nuc be located a minimum of 25 metres away? ☐ YES ☐ NO

*Note: Responding "No" to any of the questions above will lead to the application being rejected.*

## TERMS AND CONDITIONS

Applicant must ensure all permitting requirements have been met and all required documentation has been submitted.  
Check all that apply.

- ☐ I have registered with the provincial apiculturist and understand I must do so annually.

My registration number is:

- ☐ I have registered for a Premises Identification Number and my number is:

- ☐ I have taken an urban beekeeping training course or have registered for a session.

Session Location and Organization:

Session Date:  Session Instructor and Organization:

- ☐ I have made contact with a local beekeeping association or community of practice for mentorship or I am establishing a relationship with a mentor.

Mentor or Association/Community name:

Mentor phone number AND email address:

Mentor experience:

- ☐ I have notified my neighbour(s) whose properties are immediately adjacent to my rear yard, including those across the back lane (where applicable) that I intend to apply for an urban beekeeping permit and that this requires building beekeeping structures on my property. Below are the names, addresses, and contact details of the neighbours I have notified:

- ☐ I have read and understood the Urban Beekeeping Guidelines and the Animal Control Bylaw.
- ☐ I will report swarming and disease issues to the Town of Bon Accord and a local swarm catcher immediately and take all necessary steps to rectify the situation.
- ☐ I acknowledge that the urban beekeeping on my property may require periodic inspections by the Town of Bon Accord.
- ☐ I understand that after receiving my permit, that failure to maintain and abide by all requirements of the Animal Control Bylaw, the Urban Beekeeping Guidelines, and all applicable provincial regulations, will result in my permit being revoked, and all bees must be removed from the premises within 14 days at my own expense.
- ☐ I understand that the permit issued through this application process is valid for the applicant and the property only as described above in sections **Applicant Information** and **Site Information**. Any change in the information as described above (e.g., applicant moves to a different address, applicant moves hive location within existing yard) will render the issued permit void.

*The information collected on this form is authorized under Section 4(c) of the Protection of Privacy Act (POPA). It will be used to process urban beekeeping permit applications for the Town of Bon Accord. If you have any questions about the collection and use of the information, contact the Town of Bon Accord at 5025 - 50th Avenue, Bon Accord, AB, T0A 0K0 or by calling (780) 921-3550.*

Signature:

## Urban Beekeeping Program Guide

The keeping of Urban Bees in the Town of Bon Accord is controlled and enforced under the Animal Control Bylaw and the Land Use Bylaw. Only those who receive a permit from the Town are eligible to keep Urban Bees. Applicants must comply with all Provincial regulations around the keeping of bees and meet all the requirements outlined in the Town's Urban Beekeeping Guidelines.

These guidelines establish the regulatory framework for keeping bees within the Town of Bon Accord limits, and provide guidance for the selection of appropriate sites, the application processes and enforcement procedures to ensure a successful program. In the development of these guidelines, the Town of Bon Accord reviewed best practices, communication plans, outcomes, and mitigation strategies of other municipalities who have made allowances for urban bees. Bylaw requirements, potential health concerns, and provincial legislations were also carefully considered.

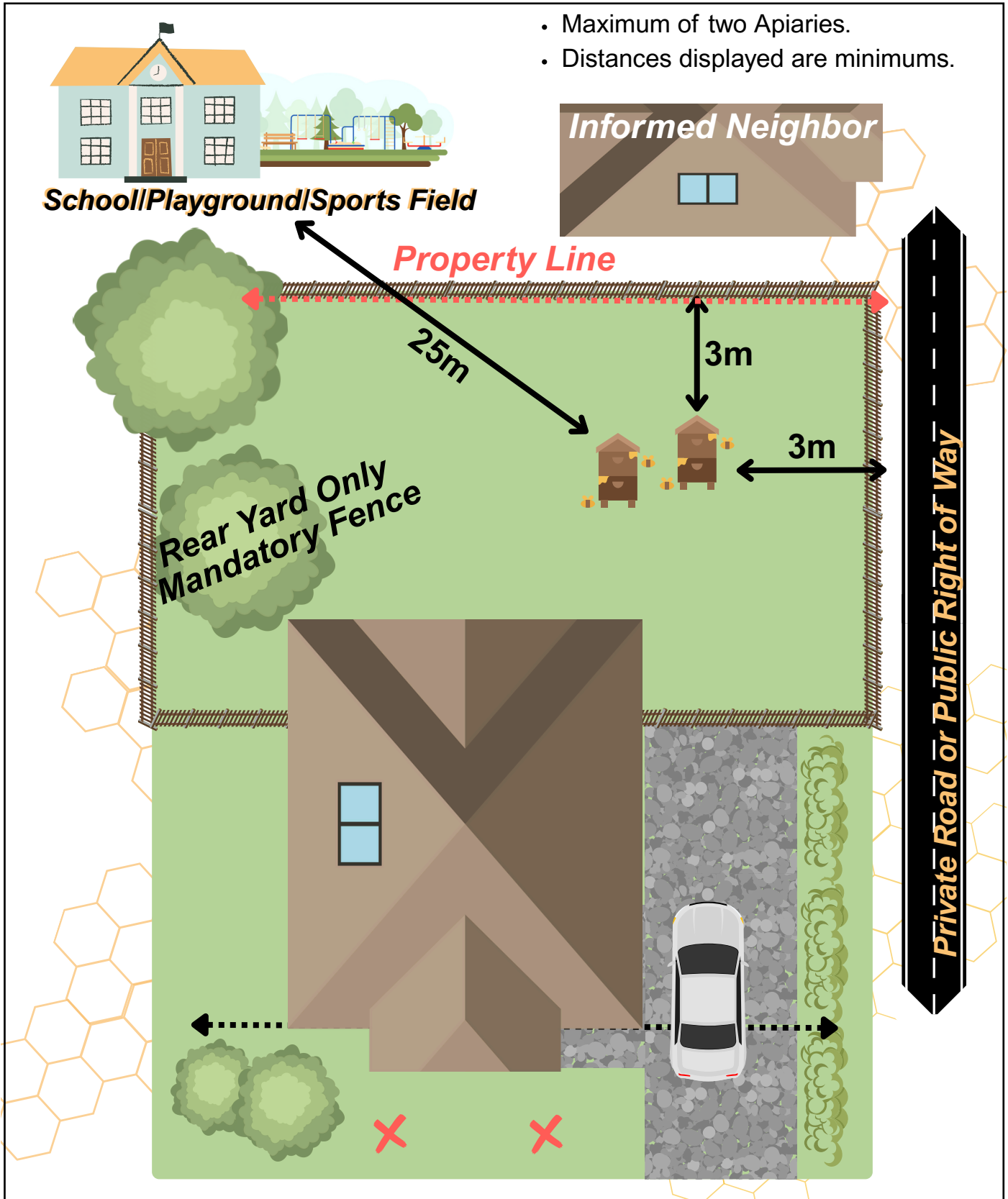
- Urban Beekeeping can take place in the fenced back yards of homes in Districts R1, R1A, R1B, R2 and UR.
- Sale of honey, bees, or any other beekeeping is not permitted. Honey is intended solely for the consumption of program participants and their families.
- Applicants may only participate in either the hen keeping or the beekeeping program, not both.
- No more than two (2) apiaries per property are allowed.
- The participant must:
  - apply for a permit with the Town of Bon Accord and receive approval,
  - bear all costs associated with the licencing and materials to keep bees,
  - adhere to relevant federal, provincial, and municipal legislation, and
  - take training and remain current with best management practices of Urban Beekeeping
- Please note that an application does not guarantee a permit:
  - The Town of Bon Accord has the discretion to deny permits due to concerns from neighbouring properties.
  - Bees are prohibited on residential properties without an approved permit therefore applicants are not advised to invest in bees or associated equipment until they receive initial approval from the Town.



# Urban Beekeeping Apiary Location Requirements

*Bylaw 2024-16 Section 6.3(d)*

- Maximum of two Apiaries.
- Distances displayed are minimums.



## URBAN BEEKEEPING Permit Neighbour Notification Letter

Date: \_\_\_\_\_

To:

\_\_\_\_\_  
First and Last Name

\_\_\_\_\_  
Address



Hello Neighbour,

I am writing to inform you that I am applying to the Town of Bon Accord for an Urban Beekeeping Permit. As per the Town's Urban Beekeeping Guidelines, I am providing you with notification of my intention to keep bees and partake in beekeeping activities.

The Town of Bon Accord only grants Urban Beekeeping Permits to applicants who meet the requirements outlined in the guidelines (see back of letter), the Animal Control Bylaw and the Land Use Bylaw.

Before a permit is issued the Town of Bon Accord will be contacting you and other adjacent neighbours to discuss questions or concerns you may have which will be taken into consideration when processing my permit.

If you have any concerns that I am not able to address, please contact 780-921-3550 or [ecdev@bonaccord.ca](mailto:ecdev@bonaccord.ca). You have two weeks to respond to this letter with any concerns you may have before my permit is processed.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

*The information collected on this form is authorized under Section 4(c) of the Protection of Privacy Act (POPA). It will be used to process laying hens permit applications for the Town of Bon Accord. If you have any questions about the collection and use of the information, contact the Town of Bon Accord at 5025 - 50th Avenue, Bon Accord, AB, T0A 0K0 or by calling (780) 921-3550.*

## YARD SITE REQUIREMENTS (see Animal Control Bylaw for full details)

### Yard Site Specifications

- No more than two (2) Apiaries can be on a property at one time.
- The Apiary must be located:
  - in a rear yard, as defined by the Land Use Bylaw, this is enclosed with a fence;
  - a minimum of 3.0 metres from all adjacent property lines if the fence enclosing the rear yard is less than 2 metres high;
  - a minimum of 3.0 metres from any public right of way or private road; and
  - a minimum of 25.0 metres from any schools, playground, sports fields, hospitals or other public places that may be occupied by a large number of persons with vulnerabilities such as age or health; and
- The Land Use Bylaw must permit Urban Beekeeping on the property.
- The Animal Control Officer may issue an Urban Beekeeping License after the following:
  - a receipt of a complete application as described in section 6.4 of the Animal Control Bylaw
  - the application is determined by the Animal Control Officer to comply with the requirements of this Bylaw, and by the Development Officer to be in compliance with the requirements of the Land Use Bylaw;
  - confirmation that no other valid license for Urban Beekeeping is effective for the property;
  - a determination that the person applying for the Urban Beekeeping License has an appropriate level of training and will be able to keep their training updated to reflect the best management practices for keeping bee colonies in an urban setting; and
  - no reasonable concerns from the occupants of any adjacent properties have been received following the notification required under section 6.4(e) of the Animal Control Bylaw.

### Licensing

- To obtain an Urban Beekeeping License, the person applying shall provide the following information with each application:
  - the address and owner of the property at which the Urban Beekeeping will be carried out;
  - the name and contact of the person applying for the Urban Beekeeping License, and if different than the Owner, the relationship between the applicant and the Owner;
  - confirmation that the person applying for an Urban Beekeeping License is eighteen (18) years of age or older.
- In addition, **proof of notification** to any adjacent properties of the intention to apply for an Urban Beekeeping License, in the form and with the content prescribed by the Animal Control Officer; and **site sketch** to the satisfaction of the Animal Control Officer **showing, at a minimum, the location, associated setback distances, and approximate dimensions of the Apiary.**