



Broadcasting Information Bulletin CRTC 2015-116

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Ottawa, 31 March 2015

New procedures for licence renewal applications

The Commission is changing the way it requests licence renewal applications from licensees of radio, television and broadcasting distribution undertakings. The Commission will now issue notices of consultation calling for the submission of licence renewal applications rather than send personalized letters to each licensee.

The Commission will process the licence renewal applications under the rules for applications set out in Part 1 of the Canadian Radio-television and Telecommunications Commission Rules of Practice and Procedure (the Rules of Procedure). However, the Commission will retain the flexibility to publish individual notices of consultation in instances where the Commission deems a notice of consultation to be more appropriate. In Broadcasting Notice of Consultation 2015-115, also published today, the Commission is seeking comments on the proposed amendments to the Rules of Procedure that would remove the requirement to publish notices of consultation for licence renewal applications.

In addition, radio licensees that wish to request an amendment to their licence will need to submit a separate application. This can be done at any point during the licence term.

These changes will make the licence renewal process more efficient and will ensure that Canadians are informed earlier about upcoming licence renewals.

Call for applications

1. Starting in the spring of 2015, the Commission will publish notices of consultation calling for the submission of licence renewal applications. Separate notices will be published for radio, television and broadcasting distribution undertakings (BDUs). The Commission will normally publish the notices in the spring of each year.
2. The notice will include a list of all licences expiring in the following broadcast year. It will provide specific instructions on how and when licensees must submit their licence renewal applications, as well as what additional information may be required as part of the renewal process.
3. The calls for applications will replace the current Commission practice of sending personalized letters to licensees requesting that they submit renewal applications.
4. This new process will standardize the Commission's approach to licence renewals for all types of undertakings. It will ensure a more transparent licence renewal process for all Canadians: licensees and interested persons will be informed of the stations and

services that will be considered for renewal by the Commission more than a year prior to the expiry date of the licences.

Part 1 proceedings

5. The Commission will process the licence renewal applications it receives under Part 1 of the *Canadian Radio-television and Telecommunications Commission Rules of Practice and Procedure* (the Rules of Procedure). This means that applications will be posted on the Commission's website for public comment without an accompanying notice of consultation. However, the Commission will retain the flexibility to publish notices of consultation in instances where the Commission deems a notice of consultation to be more appropriate.
6. In Broadcasting Notice of Consultation 2015-115, also published today, the Commission is seeking comments on the proposed amendments to the Rules of Procedure that would remove the requirement to publish notices of consultation for licence renewal applications.
7. Licence renewal applications will not be subject to the service objectives for Part 1 applications set out in Broadcasting Information Bulletin 2011-222. Rather, the Commission will continue to be guided by the licence expiry dates for the publication of its decisions on licence renewals.

Licence amendments for radio stations

8. Licensees can submit licence amendment applications at any time during the licence term through the Part 1 process. In light of this, radio licensees are requested to submit applications for licence amendments and technical changes through a separate Part 1 application distinct from their licence renewal application if they wish to make any amendments to their licence.
9. This change will ensure an orderly, timely and efficient process by processing licence amendment applications separately from the renewal applications.
10. The requirement to submit separate applications for licence amendments does not apply to television and BDU licensees.

Reminder

11. Pursuant to section 32 of the *Broadcasting Act*, unless otherwise exempt from the requirement to hold a licence, it is an offence to carry on a broadcasting undertaking without a licence. Failure to submit an application for renewal by the date specified in the annual notice of consultation may result in the licence expiring, after which the licensee would no longer have the authority to carry on a broadcasting undertaking until a new licence is approved.

Implementation

12. The Commission will issue notices of consultation in the spring of 2015 calling for the submission of licence renewal applications for licences expiring on 31 August 2016.

Secretary General

Related documents

- *Call for comments on proposed amendments to the Canadian Radio-television and Telecommunications Commission Rules of Practice and Procedure made under the Broadcasting Act and the Telecommunications Act, Broadcasting and Telecom Notice of Consultation CRTC 2015-115, 31 March 2015*
- *New service objectives for the processing of broadcasting and telecommunications applications as of 1 April 2011, Broadcasting Information Bulletin CRTC 2011-222, 1 April 2011*