



INDUSTRIAL HEMP LICENSING APPLICATION GUIDE


**Application Requirements and Process to Obtain
an Industrial Hemp Licence under the *Industrial
Hemp Regulations***



Government
of Canada

Gouvernement
du Canada

Canada 



The *Cannabis Act* establishes that an application for a licence must be filed with the Minister of Health in the form and manner specified by the Minister and must include the information required by the Minister. This guide sets out the application process including the form and manner for submitting an application for an industrial hemp licence and the information that is required to be submitted. In accordance with the *Cannabis Act*, the Minister may also request any additional information that pertains to the information contained in an application and that is necessary to consider it. It is important to note that in the case where any information required to be submitted is not provided, the Minister may refuse to consider an application.

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Disclaimer: This document should be read in conjunction with relevant sections of the *Cannabis Act* and its Regulations. In the case of any discrepancies between this document and the *Cannabis Act* and its Regulations, the latter shall prevail. In cases of discrepancy between the Cannabis Tracking and Licensing System (CTLS) and the Regulations or guidance, the *Industrial Hemp Regulations* and this guide should be referred to for the established requirements and terminology.

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1.0 Purpose

This document (guide) provides information on the application process and requirements to obtain an industrial hemp licence from Health Canada under the *Cannabis Act* and the *Industrial Hemp Regulations*.

2.0 Background

The *Cannabis Act* and its Regulations provide a legal framework for the possession, production, distribution and sale of cannabis in Canada.

Under the *Cannabis Act*, the *Industrial Hemp Regulations* set out the regulatory framework for controlling and authorizing certain activities with industrial hemp, which is defined under the *Industrial Hemp Regulations* as a cannabis plant – or any part of the plant – in which the concentration of THC is 0.3% (weight by weight) or less in the flowering heads and leaves.

Under this framework, a person is required to obtain a licence issued by Health Canada in order to conduct various activities with industrial hemp. In addition, licence holders are responsible for compliance with the *Cannabis Act* and its Regulations, and with other applicable federal, provincial and territorial legislation and municipal by-laws.

Health Canada publishes other guidance documents and information on its website that may be used in conjunction with this document to help applicants prepare their applications. To maintain consistency and transparency, this guide, as well as other guidance documents and information, will be updated, as required, to reflect changes to policies and/or operations.

3.0 Scope

This document provides guidance to anyone wishing to apply for a licence (“the applicant”) under the *Cannabis Act* to conduct the following activities in relation to industrial hemp:

- cultivation (including plant breeding/propagation)
- sale
- importation
- exportation
- cleaning
- preparing (conditioning)
- processing (including rendering non-viable and producing derivatives/products)

The following activities are not addressed in this guide:

- application for a licence under the *Cannabis Regulations*

- post-licensing applications including licence amendments and renewals, notifications, and applications for import or export permits
- any other items identified as regulatory requirements outside the scope of the *Industrial Hemp Regulations*

For more information on requirements associated with these activities, applicants may refer to the *Cannabis Act* and its Regulations, additional guidance published on the Health Canada website, or contact Health Canada via the information provided in section 8 of this guide.

4.0 Definitions, abbreviations, and icons

4.1 Definitions

The *Cannabis Act* and its Regulations should be referred to for definitions. The definitions in this section are provided for greater clarity and ease of reference.

Approved Cultivars: any variety of industrial hemp set out in the [List of Approved Cultivars](#) published by Health Canada.

Cannabis Tracking and Licensing System: the name of the national Cannabis Tracking System as referred to in the *Cannabis Act* that should be used to apply to Health Canada for a cannabis or industrial hemp licence. It is also used by Health Canada to track high-level movements of cannabis and to help prevent diversion from and inversion into the regulated supply chain¹.

Cleaning: an activity that removes unwanted debris or materials from an industrial hemp seed or grain lot.

Grain: achene of industrial hemp that is not represented, sold, or used to grow a plant.

Industrial Hemp: a cannabis plant – or any part of that plant – in which the concentration of THC is 0.3% (weight by weight) or less in the flowering heads and leaves.

Phytocannabinoid: a class of compounds, such as CBD and THC, which are found naturally in the cannabis plant.

Preparing/conditioning: an activity that removes unwanted debris or materials from an industrial hemp seed lot, along with other treatments, to improve the overall quality of the seed lot.

¹ Industrial hemp licence holders are not subject to the same reporting requirements as cannabis licence holders.

Propagation: obtaining of industrial hemp by propagating it for the purpose of developing a new variety.

Seed: achene of industrial hemp that is represented, sold, or used to grow a plant.

4.2 Abbreviations

Following are the key abbreviations used in this guide:

CBD: cannabidiol (a phytocannabinoid)

CTLS: Cannabis Tracking and Licensing System

THC: delta-9-tetrahydrocannabinol (a phytocannabinoid)

4.3 Icons

The following icons are used in this guide to highlight specific information of interest:



Important: Key or cautionary information.



Information: Potential differences in requirements.

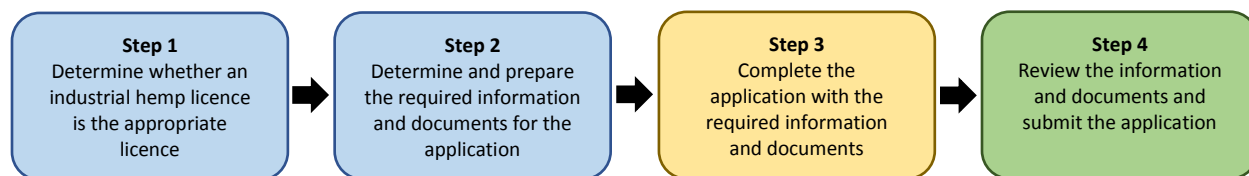


Tip: Information that could be helpful.

5.0 Application considerations and requirements

It is important to note that not every activity that involves industrial hemp falls within the scope of the *Industrial Hemp Regulations*. A good example is the extraction of CBD or another phytocannabinoid from the flowering heads, leaves, and branches of the plant; this activity falls under the *Cannabis Regulations* and requires a cannabis processing licence. Therefore, before applying for a licence, the applicant should first determine whether an industrial hemp licence is the appropriate licence for the proposed activities. Figure 1 describes the application process for an industrial hemp licence.

Figure 1: Application Process



5.1 Determine the need for an industrial hemp licence

Table 1 can be used to help the applicant determine whether an industrial hemp licence is appropriate for the proposed activities. The table provides an overview of scenarios where an industrial hemp licence is or is not required.

The different licences required in the scenarios will be highlighted with the following colours:

| | | |
|-------------------------|------------------|---------------------|
| Industrial hemp licence | Cannabis licence | No licence required |
|-------------------------|------------------|---------------------|

Table 1: Industrial hemp licence requirement scenarios

| I want to... | In the form of... | Licence required |
|--|--|--|
| Grow industrial hemp | Approved cultivars/varieties | Industrial hemp licence |
| | Unapproved cultivars/varieties with less than 0.3% THC (weight/weight) in the flowering heads and leaves (for plant breeding/propagation purposes) | Industrial hemp licence |
| Make derivatives/products from industrial hemp | Grain (viable grain) (e.g. for hulled hemp seed, hemp protein powder, hemp seed oil) | Industrial hemp licence |
| | Non-viable grain (grain that have been specifically rendered non-viable or sterile) | No licence required |
| | Bare mature stalks or fibre from those stalks | No licence required |
| | Roots or parts of the root | No licence required |
| | Flowering heads, leaves, and branches (e.g. extraction to make CBD oil) | Cannabis processing or cultivation licence |
| Sell industrial hemp | Seed (pedigreed seed) | Industrial hemp licence |

| I want to... | In the form of... | Licence required |
|--------------|--|--|
| | Grain (viable grain) | Industrial hemp licence |
| | Products/derivatives made from grain (e.g. hulled hemp seed, hemp seed oil, hemp protein powder) that contain little to no phytocannabinoids | No licence required if less than 10µg/g THC after testing and compliant with paragraph 2(1)(b) of the <i>Industrial Hemp Regulations</i> in the case of wholesale sale |
| | Products/derivatives made from flowering heads, leaves, or branches (e.g. CBD/CBD oil) | <u>Sale to provincial retailers:</u> Cannabis processing or cultivation licence |
| | | <u>Sale to consumers:</u> Provincial or territorial sales licence (depends on province or territory) |
| | | <u>Sale to registered medical users:</u> Cannabis medical sales licence |
| | Flowering heads, leaves, and branches (to holders of an industrial hemp licence or licence under the <i>Cannabis Regulations</i> only) | Industrial hemp licence |
| | Non-viable grain (grain that have been specifically rendered non-viable or sterile) | No licence required |
| | Bare mature stalks or fibre from those stalks | No licence required |
| | Roots or parts of the root | No licence required |
| | Seed (pedigreed seed) | Industrial hemp licence (import/export permit also required for each shipment) |
| | Grain (viable grain) | Industrial hemp licence (import/export permit also required for each shipment) |

| I want to... | In the form of... | Licence required |
|--|--|---|
| | Non-viable grain (grain that have been specifically rendered non-viable) | No licence required |
| | Bare mature stalks or fibre from those stalks | No licence required |
| | Roots or parts of the root | No licence required |
| | Flowering heads, leaves, and branches | Any licence under the <i>Cannabis Regulations</i> – only for medical and scientific purposes (import/export permit also required for each shipment) |
| | Products/derivatives made from grain (e.g. hulled hemp seed, hemp seed oil, hemp protein powder) that do not contain any phytocannabinoids | No licence required if less than 10µg/g THC after testing and compliant with paragraph 2(1)(a) of the <i>Industrial Hemp Regulations</i> |
| | Products/derivatives made from flowering heads, leaves, or branches (e.g. CBD/CBD oil) | Any licence under the <i>Cannabis Regulations</i> – only for medical and scientific purposes (import/export permit also required for each shipment) |
| Sterilize (render non-viable) grain to make non-viable grain | Grain (viable grain) | Industrial hemp licence |
| Clean industrial hemp seed or grain | Seed (pedigreed seed) or grain (viable grain) | Industrial hemp licence |
| Prepare (condition) industrial hemp seed | Seed (pedigreed seed) | Industrial hemp licence |



If the activity requires a cannabis licence, consult the [Cannabis Licensing Application Guide: Application Requirements and Process to Become a Licence Holder under the Cannabis Act and its Regulations](#) or contact cannabis@canada.ca



If the proposed activity does not appear in the above table, contact hc.hemp-chanvre.sc@canada.ca

5.2 General Required Information

If the proposed activities require an industrial hemp licence, it is recommended that the applicant prepares the information and documentation required by an industrial hemp licence application prior to starting the application. Health Canada has established that the CTLS be the primary manner in which industrial hemp licence applications are submitted. See section 6 of this guide for more information on creating and submitting a licence application in the CTLS.

Tables 2 to 5 below summarize the general information that is required to apply for an industrial hemp licence, depending on the status of the applicant.

- Table 2. Applying as an individual
- Table 3. Applying as a corporation
- Table 4. Applying as a partnership
- Table 5. Applying as a cooperative



Currently, partnerships and cooperatives can only be identified as corporations in the CTLS. This means that their profiles need to be created as corporate profiles in the system. Instructions on how to create corporate profiles for partnerships and cooperatives are found in the *Cannabis Tracking and Licensing System (CTLS): User Guide for Industrial Hemp Licence Applications* (see section 6 of this guide). Future updates to the CTLS will allow distinct partnership and cooperative profiles to be created in the system.

Table 2: Applying as an individual

| Requirement | Description | Where required in the CTLS |
|----------------------------------|--|--|
| 1. Applicant name | Applicant's legal surname and given name(s) | Enter under the applicant's personal information when registering for a CTLS account |
| 2. Age and identity verification | Applicant's date of birth, and a copy of a valid government-issued photo ID displaying the | Enter under the applicant's personal information when registering for a |

| Requirement | Description | Where required in the CTLS |
|----------------------------------|---|---|
| | name and date of birth of the applicant | CTLS account A copy of the photo ID must be uploaded into the CTLS in the “Site Ownership” page of the application |
| 3. Applicant contact information | Applicant’s phone number and email address | Enter under the applicant’s personal information when registering for a CTLS account |
| 4. Applicant mailing address | The mailing address at which the applicant will receive mail from Health Canada | Enter in the CTLS industrial hemp licence application, in the “Mailing Address” page |
| 5. Industrial hemp storage site | The address of the site where industrial hemp will be stored (cannot be a post office [PO] box) | Enter in the CTLS industrial hemp licence application, in the “Site Details” page |
| 6. Record keeping site | The address of the site where records of industrial hemp-related activities will be kept (cannot be a PO box) | Enter in the CTLS industrial hemp licence application, in the “Record Keeping” page |

Table 3: Applying as a corporation

| Requirement | Description | Where required in the CTLS |
|------------------------------------|---|--|
| 1. Corporation name | Legal name of the corporation, and if applicable, any other federally or provincially registered name(s) under which the corporation intends to operate | Enter when creating a corporate profile in the CTLS |
| 2. Incorporation number | Incorporation number on the Certificate of Incorporation | Enter when creating a corporate profile in the CTLS |
| 3. Proof of corporation | A copy of the Certificate of Incorporation for validation | Upload under “Certificate of Incorporation” section, when creating a corporate profile in the CTLS |
| 4. Corporation contact information | Corporation’s phone number and email address | Enter when creating a corporate profile in the CTLS |
| 5. Business address | Address where the corporation is located (cannot be a PO box) | Enter under “Business Address” section, when creating a corporate profile in the CTLS |

| Requirement | Description | Where required in the CTLS |
|-----------------------------------|---|--|
| 6. Business mailing address | The mailing address at which the corporation will receive mail from Health Canada | Enter under “Business Address” section, when creating a corporate profile in the CTLS |
| 7. List of officers and directors | List of all officers and directors in the corporation, including their full legal names, dates of birth, and positions | Enter under “Personnel” section, when creating a corporate profile in the CTLS |
| 8. Age and identity verification | A copy of a government-issued photo ID displaying the name and date of birth for each officer and director | Enter under “Organization Chart” section, when creating a corporate profile in the CTLS Corporations will not be required to upload their organization charts |
| 9. Applicant mailing address | The mailing address at which the applicant will receive mail from Health Canada (may be the same as the business mailing address) | Enter in the CTLS industrial hemp licence application, in the “Mailing Address” page |
| 10. Industrial hemp storage site | The address of the site where industrial hemp will be stored (cannot be PO box) | Enter in the CTLS industrial hemp licence application, in the “Site Details” page |
| 11. Record keeping site | The address of the site where records of industrial hemp-related activities will be kept (cannot be PO box) | Enter in the CTLS industrial hemp licence application, in the “Record Keeping” page |

Table 4: Applying as a partnership

| Requirement | Description | Where required in the CTLS |
|-------------------------|---|--|
| 1. Partnership name | Legal name of the partnership, and if applicable, any other federally or provincially registered name(s) under which the partnership intends to operate | Enter when creating a corporate profile in the CTLS |
| 2. Proof of partnership | A copy of the Partnership Agreement | Uploaded under “Certificate of Incorporation” section, when creating a corporate profile in the CTLS |
| 3. Partnership contact | Partnership’s phone number | Enter when creating a corporate |

| Requirement | Description | Where required in the CTLS |
|----------------------------------|---|--|
| information | and email address | profile in the CTLS |
| 4. Business address | Address where the partnership is located (cannot be a PO box) | Enter under “Business Address” section, when creating a corporate profile in the CTLS |
| 5. Business mailing address | The mailing address at which the partnership will receive mail from Health Canada | Enter under “Business Address” section, when creating a corporate profile in the CTLS |
| 6. List of partners | List of all partners in the partnership, including their full legal names and dates of birth | Enter under “Personnel” section, when creating a corporate profile in the CTLS |
| 7. Age and identity verification | A copy of a government-issued photo ID displaying the name and date of birth for each partner | Enter under “Organization Chart” section, when creating a corporate profile in the CTLS Partnerships will not be required to upload their organization charts |
| 8. Applicant mailing address | The mailing address at which the applicant will receive mail from Health Canada | Enter in the CTLS industrial hemp licence application, in the “Mailing Address” page |
| 9. Industrial hemp storage site | The address of the site where industrial hemp will be stored (cannot be PO box) | Enter in the CTLS industrial hemp licence application, in the “Site Details” page |
| 10. Record keeping site | The address of the site where records of industrial hemp-related activities will be kept (cannot be a PO box) | Enter in the CTLS industrial hemp licence application, in the “Record Keeping” page |

Table 5: Applying as a cooperative

| Requirement | Description | Where required in the CTLS |
|-------------------------|---|---|
| 1. Name of cooperative | Legal name of the cooperative, and if applicable, any other federally or provincially registered name(s) under which the cooperative intends to operate | Enter when creating a corporate profile in the CTLS |
| 2. Incorporation number | Incorporation number on the Certificate of Incorporation | Enter when creating a corporate profile in the CTLS |
| 3. Proof of | A copy of the Certificate of | Uploaded under “Certificate of |

| Requirement | Description | Where required in the CTLS |
|------------------------------------|--|--|
| cooperative | Incorporation for validation | Incorporation” section, when creating a corporate profile in the CTLS |
| 4. Cooperation contact information | Cooperative’s phone number and email address | Enter when creating a corporate profile in the CTLS |
| 5. Business address | Address where the cooperative is located (cannot be a PO box) | Enter under “Business Address” section, when creating a corporate profile in the CTLS |
| 6. Business mailing address | The mailing address at which the cooperative will receive mail from Health Canada | Enter under “Business Address” section, when creating a corporate profile in the CTLS |
| 7. List of officers and directors | List of all officers and directors in the cooperative, including their full legal names, dates of birth, and positions | Enter under “Personnel” section, when creating a corporate profile in the CTLS |
| 8. Age and identity verification | A copy of a government-issued photo ID displaying the name and date of birth for each officer and director | Enter under “Organization Chart” section, when creating a corporate profile in the CTLS Cooperatives will not be required to upload their organization charts |
| 9. Applicant mailing address | The mailing address at which the applicant will receive mail from Health Canada | Enter in the CTLS industrial hemp licence application, in the “Mailing Address” page |
| 10. Industrial hemp storage site | The address of the site where industrial hemp will be stored (cannot be a PO box) | Enter in the CTLS industrial hemp licence application, in the “Site Details” page |
| 11. Record keeping site | The address of the site where records of industrial hemp-related activities will be kept (cannot be a PO box) | Enter in the CTLS industrial hemp licence application, in the “Record Keeping” page |

5.3 Activity-dependent information

Tables 6 to 8 summarize the information that is required to apply for an industrial hemp licence, depending on the proposed activities.

- Table 6. Cultivating industrial hemp
- Table 7. Cultivation site is known at time of application
- Table 8. Conducting activities other than cultivation

In addition to the requirements of the *Cannabis Act*, you may be subject to other legal requirements depending on your activities with hemp. For example, activities of seed production, importation of seed, preparation (conditioning) of seed, and plant breeding/propagation have additional requirements that must be fulfilled under the *Seeds Regulations*:



- **Seed production:** must be a member of the Canadian Seed Growers' Association and adhere to their requirements for pedigreed seed production
- **Seed importation:** the establishment at which seed will be imported has a valid Certification of Registration as an Authorized Importer issued under Part IV of the *Seeds Regulations*
- **Seed preparation (conditioning):** establishment at which the conditioning of seed will take place has a valid Certification of Registration as an Approved Conditioner issued under Part IV of the *Seeds Regulations*
- **Plant breeding/propagation:** must be recognized by the Canadian Seed Growers' Association as a plant breeder

Applicants who wish to conduct these activities are required to attest that they meet these additional requirements before submitting the application. Please visit this [Canadian Food Inspection Agency \(CFIA\) website](#) or [contact them directly](#) for more information about these requirements.

Table 6: Cultivating industrial hemp

| Requirement | Description |
|------------------------|--|
| Purpose of cultivation | <p>Identify one or more of the following purposes:</p> <ul style="list-style-type: none"> • <u>Plant breeding/propagation</u>: if developing new varieties and/or producing breeder seeds as a plant breeder (also requires the name of the variety/cultivar) • <u>Seed</u>: if producing seed (pedigreed seed) • <u>Grain</u>: if producing grain (viable grain) • <u>Fibre</u>: if producing mature stalks to be sold or used for fibre • <u>Flowering heads, leaves, branches</u>: if cultivating for the flowering heads, leaves, and branches of the plant |

Table 7: Cultivation site is known at time of application

| Requirement | Description |
|------------------------------------|---|
| Cultivation site ownership details | <p>a) If the cultivation site is owned by the applicant/proposed licence holder, a signed <u>declaration</u> (see Appendix A) must be submitted in the CTLS to indicate that the licence holder is the owner of the land</p> <p>b) If the cultivation site is <u>not</u> owned by the applicant/proposed licence holder, a signed <u>declaration</u> (see Appendix B) from each owner must be submitted in the CTLS to indicate that the owner(s) consent to the use of the land by the licence holder for cultivation of industrial hemp</p> |



Where the cultivation site is unknown at the time of application or the applicant does not intend to cultivate industrial hemp, a written explanation is required in place of the ownership declaration found in Appendix A or B.

Table 8: If conducting activities other than cultivation

| Requirement | Description |
|---------------------------|---|
| 1. Activity site location | The address of the site at which the activities will be conducted (cannot be a PO box) |
| 2. Types of activities | <p>The types of activities that will be conducted at the identified site</p> <p>The types of activities applicable under the <i>Industrial Hemp Regulations</i> include:</p> <ul style="list-style-type: none"> • <u>Selling</u>: either directly, or indirectly under a contract • <u>Importing</u>: if bringing industrial hemp into Canada from another country (additional information will be required when applying for an import permit for each shipment) • <u>Exporting</u>: if sending industrial hemp out of Canada to another country (additional information will be required when applying for an export permit for each shipment) |

| Requirement | Description |
|---------------------------------------|---|
| | <ul style="list-style-type: none"> • <u>Cleaning</u>: if cleaning the seed or grain to remove debris/unwanted material • <u>Preparing</u>: if conditioning the seed to improve quality and purity • <u>Rendering non-viable</u>: if processing grain to produce non-viable grain • <u>Production of derivative/product</u>: if processing grain to produce derivatives and or products (e.g. hulled hemp seed, hemp seed oil) |
| 3. Industrial hemp form or plant part | <p>With respect to each type of activity, the part of the industrial hemp plant applicable:</p> <ul style="list-style-type: none"> • Seed (pedigreed seed) • Grain (viable grain) • Flowering heads, leaves, and branches <p>Not all plant parts apply to each activity</p> |

6.0 Creating and submitting a licence application

Health Canada developed the [CTLS](#) to enable applicants to submit online applications for cannabis and industrial hemp licences.

Industrial hemp licence applications must be created, submitted, and, if necessary, withdrawn through the CTLS. When completing an industrial hemp licence application, it is highly recommended to follow the instructions in the *CTLS: User Guide for Industrial Hemp Licence Applications*. This user guide outlines the steps necessary to register a user account in the CTLS, provides a detailed walkthrough of the online application form, and highlights important information and requirements that are not explicitly stated in the application. Contact Industrial Hemp Licensing at hc.hemp-chanvre.sc@canada.ca to obtain a copy of this user guide.



Health Canada has established that the CTLS be the primary manner in which cannabis and industrial hemp licence applications are submitted. If the applicant does not have access to a computer or the internet, contact the Cannabis Legalization and Regulation Branch at:

Phone: 1-866-337-7705

7.0 After submitting a licence application

After the application is submitted in the CTLS, it is processed through the following steps:

1. **Screening:** every section of the application and all attached documents are assessed for completeness, legibility and suitability.
2. **Review:** once the application has passed screening, a detailed review is undertaken to verify that the information is accurate and satisfies all of the *Industrial Hemp Regulations* and *Cannabis Act* regulatory requirements. During the review, Health Canada may contact the applicant to request clarification and/or additional information. Section 7.1 of this guide provides more information on the review process.
3. **Issuance or refusal of licence:** once all information in the application has been reviewed, a decision is made to either issue or refuse to issue a licence. If the decision is to issue a licence, a hard copy of the licence is mailed to the applicant at the mailing address in the application. Section 7.2 of this guide provides more information on refusals.

7.1 Receiving and responding to a request for more information

Under subsection 62(5) of the *Cannabis Act*, Health Canada may request the submission of any additional information pertaining to the application.

It is the applicant's responsibility to ensure that all application requirements are met. During the screening and review process, if any information contained in the application is unclear or requires further detail to clarify how it meets the requirements, Health Canada will send the applicant a "Request for More Information" email, giving the applicant a set period of time to respond for the application to be processed further.



It is important to be as specific and as detailed as possible when responding to the request. Incomplete responses may delay processing or lead to refusal to consider an application.

If the applicant is unclear about what is required to respond to the request, Health Canada may be contacted by email or by phone as per section 8 of this guide.



If the applicant wishes another representative to be the primary recipient of communications or receive a copy of all communications, the applicant must provide a signed consent to Health Canada that permits Health Canada to communicate information in the application to the representative (see [Appendix C](#)). The consent should be emailed to hc.hemp-chanvre.sc@canada.ca and clearly indicate the application number and subject.

7.2 Refusals and withdrawals

Health Canada may refuse to consider an application if the applicant fails to provide any of the required information.

In addition, Health Canada may refuse to issue a licence under a number of circumstances set out in the *Cannabis Act* and its Regulations. For example:

- When issuing a licence is likely to create a risk to public health or public safety including the risk of diversion to an illicit market or activity
- When there are reasonable grounds to believe that false or misleading information has been submitted
- When the applicant has contravened the *Cannabis Act*, the *Controlled Drugs and Substances Act*, the *Food and Drugs Act* or any associated Regulations or Acts in the past 10 years or, if there are reasonable grounds to believe that an order or a condition of another licence issued under any of these Acts have been contravened in the past 10 years
- When the applicant is a young person (under 18 years of age), an individual who is not ordinarily resident in Canada or an organization that was incorporated, formed or otherwise organized outside of Canada
- When the Minister is of the opinion that a refusal is in the public interest

In the above cases, Health Canada may send an “Intent to Refuse Notice”, either to refuse to consider an application or to refuse to issue a licence. This notice will generally provide the applicant with 30 days to respond, after which a “Notice of Refusal” may be issued if the applicant fails to respond or if the response is unsatisfactory.

The “Notice of Refusal” closes the file and sets out the reasons or deficiencies that resulted in the decision to refuse to consider the application, or issue a licence. A decision to refuse an application does not preclude the filing of a new application for a licence. If the applicant wishes to submit a new application in the future, it will be processed as a new application. Information or data submitted to support the original application will not be returned to the applicant.

At any time during the processing of an application, the applicant may withdraw the application in the CTLS. Withdrawal of an application does not preclude re-filing. If the applicant wishes to resubmit an application at a future time, it will be processed as a new application. Information or data submitted to support the original application will not be returned to the applicant.

7.3 Changes to an application

After an application has been submitted, changes cannot be made to the application through the CTLS. If a change is required, the applicant must contact Industrial Hemp Licensing via email at hc.hemp-chanvre.sc@canada.ca. The subject line of the email must contain the application ID, the applicant name, and the subject of correspondence.

8.0 Contact Information

Applicants who have questions about their submitted industrial hemp licence applications may contact Industrial Hemp Licensing via email at hc.hemp-chanvre.sc@canada.ca. The subject line of the email must contain the application ID, the applicant name, and the subject of correspondence.

Requests for meetings or teleconferences are evaluated on a case-by-case basis.



For other questions outside of a specific application, such as those related to the *Cannabis Act* and its Regulations or to the CTLS, contact Cannabis Legalization and Regulation at:

Email: cannabis@canada.ca

Phone: 1-866-337-7705

9.0 Feedback — Help us improve

Health Canada is committed to providing all stakeholders with timely, accurate and reliable information. This includes providing applicants and licence holders with the information they need to comply with the *Cannabis Act* and its Regulations.

We would appreciate receiving your feedback on whether this guide was useful and welcome your suggestions for improvement. Please send us your feedback via email to hc.hemp-chanvre.sc@canada.ca and indicate in the subject line: “Feedback on Industrial Hemp Licence Application Guide”.

Your comments will help us improve this guide and better serve all applicants and licence holders.

Appendix A: Declaration of Land Ownership by Applicant

DECLARATION OF LAND OWNERSHIP (IF OWNED BY APPLICANT)

I hereby declare that I, _____, am the owner of
Name of Licence Holder

Cultivation Site Address

City/Town/RM, Postal Code

If other sites owned by the same Licence Holder are to be used for industrial hemp cultivation, please list them below:

Signed: _____
Licence Holder Signature

Date: _____
Day/Month/Year

Appendix B: Declaration of Landowner's Consent

DECLARATION OF LANDOWNER'S CONSENT (IF NOT OWNED BY APPLICANT)

I hereby declare that, I, _____ ,
Name of Landowner
owner of _____
Cultivation Site Address

City/Town/RM, Postal Code

consent to the use of my land for cultivation of industrial hemp by

Name of Licence Holder

If other sites owned by the same Landowner are to be used by the same Licence Holder for industrial hemp cultivation, please list them below:

Signed: _____
Landowner Signature

Date: _____
Day/Month/Year

Appendix C: Consent for Health Canada to Communicate with Representative

CONSENT FOR HEALTH CANADA TO COMMUNICATE WITH REPRESENTATIVE

Unless I cancel this consent by writing, I, _____ ,
Name of Applicant

hereby give my consent for Health Canada to communicate any information pertaining to my industrial hemp licence

application with my representative, _____ .
Name of Representative

Please include the names of additional representatives below:

Signed: _____
Applicant Signature

Date: _____
Day/Month/Year