



Business Licence Application Checklist

Permits Licence and Inspection Services

Filming Production

20338 65 Ave., Langley B.C. V2Y 3J1

Phone 604-533-6018

Please ensure the checklist is completed, and submitted with your signed Business Licence Application form.

Please complete sections, 1, 3 & 4 of the business licence application form.

A business licence application must be submitted for any business working in the Township of Langley and is based on the location of the production offices and/or studio/stages and not the temporary filming location. If your production offices are located outside the Township of Langley, the business licence application type you will be applying for is non-resident.

Business name (production company): _____

Business address: _____

Please complete the following checklist:

- Complete and sign the Business Licence Application form
 - The name of the business is the production company (registered name)
 - The trade name is typically the same as the business name (registered company name for the production company); however, some companies operate under an assumed name
 - The business address must be a civic address (a post office box cannot be used)
 - The number of employees is only required when the production company offices are located in the Township of Langley (not required for non-resident licence types)

- Is your business (production company) limited or incorporated? Yes No
If yes, please provide the incorporation number on the Business Licence Application form to avoid any delays.

If the business (production office) is located in the Township of Langley:

- If the business/production company is located in the Township of Langley (or has moved within the Township of Langley), please provide a floor plan and the floor area in square feet

- Will there be any building alterations (unrelated to the construction of filming sets)? Yes No
If yes, has a building permit been applied for? Yes No Building permit number BP _____

- Will you be installing a permanent sign for the production company offices? Yes No
If yes, has a sign permit been applied for? Yes No
Sign permit number BP _____

Note: this is not an exhaustive list of all regulations or bylaw requirements. Additional information may be requested during the processing of your Business Licence application. All filming production business licences are subject to an approved Film Application as outlined in the Township of Langley Filming Guidelines and Filming Policy No. 02-028.