



Business Licence Application

Account number	Licence number	IML Licence number
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Application Type

- New
- Change of address: (previous address)

- Change of owner
- Change of mailing address
- Other: _____

Licence Type

- Accessory home occupation
- Commercial/Industrial/Institutional
- Non-resident
- Inter-municipal
- Other: _____

1 Business Information

Business name	Trade name (if different from business name)
Business address/location	
City	Postal code
Mailing address (if different from business address)	
Contact name	Business location start date
Business phone	Business description (be specific)
Alternate phone	
Business fax	Business email
Business operating hours	Incorporation number (Ltd. or Inc. businesses)
Floor area sq ft (attach floor plan*)	

*not required for non-resident or home based office use only.

Number of employees	Full-time	Part-time	Seasonal
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see next

Exporter <input type="checkbox"/> Yes <input type="checkbox"/> No	Importer <input type="checkbox"/> Yes <input type="checkbox"/> No	Manufacturer <input type="checkbox"/> Yes <input type="checkbox"/> No
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For Restaurants Only

Total number of seats	Inside	Outside	Liquor Licence <input type="checkbox"/> Yes <input type="checkbox"/> No
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2 Certifications

Plumbers provide TQ # _____ Registered Message Therapist (attach certification)

3 Building Details

Will any building alterations/improvements be done? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Building Permit number
Will a sign be installed? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Sign Permit number

4 Notes and Signature

For an accessory home occupation located within a strata complex, a Strata Consent form must be completed.

I wish to receive occasional business information emails from the Township's Economic Development Department. Yes No

I hereby apply for a Business Licence and certify that the information provided is correct and agree to comply with all relevant bylaws of the Township of Langley and where applicable agree to comply with all bylaws and regulations of participating inter-municipal licensing municipalities.

To learn more about the Business Licence process, refer to the Township of Langley Business Licence Application Process Guide.

Applicant/Owner/Agent signature

Date (mm/dd/yyyy)

Applicant/Owner/Agent printed name

Applicant/Agent position

Office use only			
Annual fee	Application received by		
Category	Sent for approval (mm/dd/yyyy)		initials
Description		Approval Signature	Date (mm/dd/yyyy)
LUC	Building		
Licence number	Business Licence		
Zoning	Fire		
Comments	Health/Community Care		
	RCMP		
	Other		


Any personal information collected on this form will be managed in accordance with the *Freedom of Information and Protection of Privacy Act*. Direct enquiries, questions, or concerns regarding the collection, use, disclosure, or safeguarding of personal information associated with this form to: Supervisor, Information, Privacy, and Records Management, Township of Langley, 20338 – 65 Avenue, Langley, BC V2Y 3J1 foi@tol.ca 604.532.7396

CD16-525

Township of
Langley



Est. 1873



A Guide to the Business Licence Application Process



The Permit, Licence and Inspection Services Department promotes safe and legitimate business premises and operations within the Township of Langley. Our primary functions are to provide initial advice for new businesses and to process Business Licence applications in accordance with the Township's regulatory requirements.

Before you start



Prior to signing a lease or an agreement:

- contact these two Township departments about the following:
 - Development Services
 - Permit, Licence and Inspection Services
- ensure your business is a permitted use
- ensure there are no outstanding orders or issues pertaining to the property you wish to lease or buy

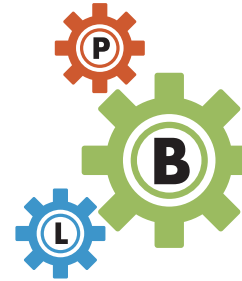
Who requires a Business Licence?

Every business in the Township of Langley is required to have a valid Business Licence before beginning operation. This includes home based businesses and commercial and industrial operations. Business Licences are also required for companies that are not located in the Township but do work within the Township of Langley, such as contractors.



PROCESSING A BUSINESS LICENCE APPLICATION

Prior to issuance of a Business Licence, the application is reviewed to ensure compliance with certain requirements. To obtain a Business Licence Application form, visit tol.ca or contact the Permit, Licence and Inspection Services Department at 604.533.6018.



A Business Licence is issued based on the information provided at the time of the initial application and observations at the time of inspection. The Business Licence is valid only for the property noted on the Business Licence and will not apply to another site or location and is not transferable in the event of a change of owner. Other changes made, after the Business Licence has been issued, may also invalidate the Business Licence.

The following, in part, are requirements that may be reviewed to ensure compliance prior to a Business Licence being issued. It is the responsibility of the applicant to ensure all approvals are obtained.

Zoning Regulations

To ensure the use is permitted in the zone where the business is to be operated, we recommend the business owner inquire about the permitted zones for the proposed business.

Permit, Licence and Inspection Services Department



An inspection of the premises is carried out by a Township Building Inspector to ensure compliance with the BC Building Code and Township of Langley bylaws.

Upon receiving your Business Licence application, a building inspection will be conducted within 2-3 weeks. However, this time frame may vary based on the current volume of applications, or should there be an active Building Permit in progress for this location.

A Building Permit may be required for building alterations and additions. The applicant will need to contact the Permit, Licence and Inspection Services Department for information regarding Building Permit applications.

Contact the Permit, Licence and Inspection Services Department at 604.533.6018

Fire Department Inspections

An inspection of the premises may be required by the Fire Department to ensure compliance with the Fire Codes and the Township's Fire Prevention Bylaw. Should a Fire Department inspection be required, the Business Licence Inspector will forward your application to the Fire Department for review. The Fire Department approval process may take 2-3 weeks, pending the volume of applications.

Please allow a minimum of 7 business days after your application has been submitted before contacting the Fire Department to arrange for an inspection.

Contact the Fire Department at 604.532.7500.





Health and Sanitation

Inspection and approval by provincial Fraser Health authorities is required when Business Licence applications involve child daycare centres including family daycares, or specified personal care services, and those that involve the preparation and handling of food or storage of perishable food items.

For child daycares, adult daycares, or community care facilities, the applicant is required to submit an application to Fraser Health's Community Care Division prior to submitting their application to the Township of Langley's Permit, Licence and Inspection Services Department.

For all other applications requiring Fraser Health approval, your Business Licence application will be forwarded to the Fraser Health by the Township's Business Licence Department, however it is the applicant's responsibility to follow up with Fraser Health to ensure that the necessary arrangements are made in order to obtain their approval.

Contact Fraser Health at 604.514.6121 or Community Care at 604.930.5405.

Liquor Control and Licensing

For applications involving the serving or selling of liquor, such as restaurants, pubs, and liquor stores, approval is required from the provincial Liquor Control and Licensing Branch.



Contact the Liquor Control and Licensing Branch at 604.586.2641.

Police Information Check

A police information check is required when a business is likely to involve interaction with minors and vulnerable persons as well as other business operations that may pose a concern, as per the Township's Licensing Policy No.07-406.

Upon submitting your Business Licence application, if it is determined that a police information check is required, you will receive a Police Information Check form to complete. The applicant is required to submit the form to the local Police Detachment or Community Police Office located in the municipality in which they reside.

Additional Approvals

Applicants may be asked to provide copies of their trade certifications and qualifications as well as confirmation of provincial or federal approval where applicable. Business Licences will not be issued until all necessary approvals are provided to the Permit, Licence and Inspection Services Department.

Note: This is not an exhaustive listing of all regulations or bylaw requirements. Additional information may be requested during the processing of your Business Licence application.



Permit, Licence and Inspection Services Department

20338 - 65 Avenue, Langley, BC V2Y 3J1

604.533.6018 | buslic@tol.ca | **tol.ca**