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 www.consumerprotectionbc.ca

MOTION PICTURE
 Licence Application

TO BE COMPLETED BY APPLICANT ONLY

The personal information requested in this form and the results of the Criminal Record check are collected and retained under the authority of Section 26 (c) of the BC *Freedom of Information and Protection of Privacy Act* and Section 8.1 of the *Motion Picture Act Regulations*. This information will be used to determine eligibility for licensing in the Province of British Columbia.

BUSINESS INFORMATION

1. Legal name:
 (Exact name in CAPITAL LETTERS)
2. Trade/DBA names (if any):
 (Exact name in CAPITAL LETTERS)
3. Physical address:
 (Suite #, Street Address, City & Province/State Postal/Zip Code)
4. Mailing address:
 (Suite #, Street Address, City & Province/State Postal/Zip Code)
5. Business type: corporation partnership sole proprietorship society
6. Head office Tel: (.....) Fax: (.....)
7. Web:..... E-Mail:

If the applicant is a corporation, please complete the following:

Incorporation Date:..... Jurisdiction:
 Incorporation Number:.....

If the applicant is a partnership/proprietorship and/or is operating Trade/DBA names, please complete the following:

Registration Date(s): Jurisdiction:
 Registration Number(s):

Note: Please include your British Columbia registration forms for an incorporated company and registration forms for each trade name/dba name, partnership, proprietorship to be operating under this licence.

COMPLETE THE FOLLOWING IF APPLICANT IS A CORPORATION			
NAMES IN FULL OF SENIOR OFFICERS (First, Last)	RESIDENCE		POSITION HELD
	TELEPHONE & EMAIL	ADDRESS	
	()		<input type="checkbox"/> President <input type="checkbox"/> Treasurer <input type="checkbox"/> Secretary <input type="checkbox"/> Chief Operating Officer <input type="checkbox"/> Others _____
	Email:		
	()		<input type="checkbox"/> President <input type="checkbox"/> Treasurer <input type="checkbox"/> Secretary <input type="checkbox"/> Chief Operating Officer <input type="checkbox"/> Others _____
	Email:		
	()		<input type="checkbox"/> President <input type="checkbox"/> Treasurer <input type="checkbox"/> Secretary <input type="checkbox"/> Chief Operating Officer <input type="checkbox"/> Others _____
	Email:		

COMPLETE THE FOLLOWING IF THE APPLICANT IS A PARTNERSHIP OR /PROPRIETORSHIP

NAMES IN FULL OF SENIOR OFFICERS (First, Last)	RESIDENCE		
	TELEPHONE & EMAIL	ADDRESS	
	()		<input type="checkbox"/> Proprietor / Partner
	Email:		
	()		<input type="checkbox"/> Partner
	Email:		
	()		<input type="checkbox"/> Partner
	Email:		

1. Have you previously applied for or held a Film Industry licence in any jurisdiction? Yes..... No
2. If **YES** above, were any of those licences ever suspended or cancelled?..... Yes..... No
3. Have you ever been refused a Film Industry licence in any jurisdiction? Yes..... No
4. Have any of the individuals identified above had 2 or more bankruptcies? Yes..... No
5. Have any of the individuals identified above ever been convicted of an offence under the *Criminal Code of Canada* or any other statute? (Adult Products Applicants only) Yes..... No

- If **YES** to questions 1 through 4 above, provide details on a separate sheet, including date(s) and location(s).
- ALL APPLICANTS** that reside in Canada **MUST** complete an online criminal record check within one day of sending this application to Consumer Protection BC by going to the following link: <http://www.sterlingtalentsolutions.ca/Consumer-Protection-BC> and following the instructions for completion. (Please note, once complete a copy will be sent directly to Consumer Protection BC.
- Adult video store managers** who are not corporate officers or partners/proprietors included in the above must also complete an online criminal record check.
- ALL APPLICANTS** applying to distribute, exhibit or retail adult film or video that do not reside in Canada **MUST** submit a certified criminal record check from their home jurisdiction.
- ALL Applicants** applying who wish to affix decals to adult films from outside of British Columbia must provide the director with \$10,000 of acceptable security. Please call 1 888 777-4393 for details.

LICENSING INFORMATION

Indicate which type of business you wish to operate:

Retailer

- Video retailer (general release videos only)
- Adult film retailer (may include adult, restricted and general release videos)

Theatre (per screen)

- Number of general release only screens _____
- Number of adult /restricted screens (includes general release) _____
- Adult - one person booths _____

Distributors

- Video distributor (general release videos)
- Adult film distributor (adult motion pictures and/or adult videos)
- Motion picture distributor (general release - unlimited number of titles)
- Motion picture distributor (general release - up to 6 titles per licence year)
- Motion Picture distributor (general release – 1 title per year)
- Multi-purpose distributor (unlimited number of adult and general release motion pictures and videos)

Manager who will have charge of the applicant's business at this location:

Name: _____
(Surname) (First Name) (Middle Names in Full)

General Manager Manager Director of Operations Other: _____

Phone Number (_____) _____ E-mail Address _____

Administrative Contact (person to contact regarding licensing, fees and related issues):

Name: _____
(Surname) (First Name) (Middle Names in Full)

Phone Number (_____) _____ E-mail Address _____

Complaints Contact (person to contact regarding consumer complaints):

Name: _____
(Surname) (First Name) (Middle Names in Full)

Phone Number (_____) _____ E-mail Address _____

APPLICANT DECLARATION

I/We hereby confirm that the information supplied is complete and true to my best knowledge and belief.

1. Certifies that I/we have obtained, read and understood the *Business Practices and Consumer Protection Act* and the *Motion Picture Act* and *Motion Picture Act Regulations*;
2. Certifies that all the information given in this application is true and correct to the best of my/our knowledge and belief;
3. Gives permission to Consumer Protection BC to verify memberships and all other matters in this application;

Authorized signing officer of applicant:

Signature _____ Print Name _____

Date _____ Title _____

APPLICATION FEE (see [current fee schedule](#))

Pay by cheque or money order, or

Pay by Credit Card – complete [credit card authorization form](#) using Visa, Mastercard or American Express.

Application fees are non-refundable. A service charge will be applied for any dishonoured payments.

Sent completed application form, applicable attachments and application fee by mail or by email.

Email operations@consumerprotectionbc.ca

Mail Consumer Protection BC
 PO Box 9244
 Victoria, BC V8W 9J2

Courier Consumer Protection BC
 321-3600 Uptown Blvd
 Victoria, BC V8Z 0B9

INCOMPLETE APPLICATIONS WILL BE RETURNED UNPROCESSED

APPLICATION CHECKLIST

You are required to provide the following to be licensed.

Step 1: Show proof of your business registration or incorporation

You must provide proof of incorporation or registration during the application process. To register your business, visit [OneStop BC Business Registry](#).

If you are starting a new business, visit [Small Business BC](#).

If your business is incorporated or registered outside of BC, you must provide proof of incorporation or registration from your local jurisdiction in your application.

Step 2: Provide municipal business licence

You must provide a copy of your business licence issued by your local municipality.

For adult film distributors, multi-purpose distributors, adult film retailers and theatres with adult/restricted screens:

Your current municipal business licence must clearly indicate that the distribution, retail, or exhibition of adult video products are included in your local licensing. Alternatively, you may submit this as a letter from your municipality confirming that the zoning bylaws allow for the proposed activity. It is your responsibility to ensure that suitable municipal zoning and licensing for your business are in place before applying for a licence with us.

Step 3: Complete a criminal record check

This requirement doesn't apply if you are applying for a licence as a motion picture distributor, video distributor, video retailer, or theatre with general release screens only.

For adult film distributors, multi-purpose distributors, adult film retailers and theatres with adult/restricted screens:

Senior officers, partners or proprietors of your business must complete a criminal record check.

For Canadian residents, get your criminal record check through our third-party supplier. The results will be sent directly to us.

[Get a criminal record check](#).

For non-Canadian residents, a criminal record check from your home jurisdiction is required.

Step 4: Provide the security requirement

The following requirements don't apply if you are applying for a licence as a motion picture distributor, video distributor, video retailer, adult film retailer or theatre.

For adult film distributors and multi-purpose distributors:

By law, each copy of an approved adult video that you distribute to retailers must have a decal on it.

If decals will be affixed to adult films from outside of BC, you must provide a \$10,000 security deposit in any of the following forms:

- **Letter of credit** – in favour of Consumer Protection BC issued by a financial institute. [See sample](#).
- **Surety bond** – an insurance policy issued by an insurance company authorized to operate in BC. [See sample](#).
- **Safekeeping agreement** (i.e. GIC or similar investment issued by a financial institute) – in favour of Consumer Protection BC. [See sample](#).
- **Cash** – presented as bank draft or money order held in trust by Consumer Protection BC (note: no interest is paid on cash securities).

Review the [security requirements](#).

Step 5: Apply for a licence

You must submit all supporting documents with your application form. Each application may take up to four weeks to process.

If your business has more than one location, each location requires its own licence.

Review this [application checklist](#).

Submit a [licence application form](#).

Step 6: Read and understand your obligations

It is your responsibility to review all applicable laws pertaining to your industry and to understand your obligations.

[Review your obligations](#).