COURIER: 307-3450 Uptown Blvd. Victoria, BC V8Z 0B9
MAIL: PO Box 9244 Victoria, B.C. V8W 9J2
FAX: (250) 920-7181 **P:** (604) 320-1664 **TF:** 1 888.564.9963
EMAIL: operations@consumerprotectionbc.ca
www.consumerprotectionbc.ca

Motion Picture
LICENCE APPLICATION CHECKLIST

The B*usiness Practices and Consumer Protection Act* and *Motion Picture Act and Regulations* may be purchased from Crown Publications, 106 Ontario Street, Victoria, BC, V8V 1M9 (250) 386-4636. The *Business Practices and Consumer Protection Act* and *Motion Picture Act and Regulations* may also be found on online at www.legis.gov.bc.ca. Please review the legislation to ensure you are fully aware of your responsibilities as a licensee.

WHEN SUBMITTING THE COMPLETED APPLICATION PACKAGE, PLEASE ENSURE THIS CHECKLIST AND THE APPLICABLE FORMS AND DOCUMENTS ARE INCLUDED:

☐ A completed application form. Please indicate your proposed licence type.

☐ Include your British Columbia registration forms for an incorporated company and registration forms for each trade name/dba, partnership or proprietorship. These can be obtained through BC Registry Services. Please ensure that you comply with *Business Corporations Act* in British Columbia regarding extra-provincial registration.

☐ **A completed criminal record check for senior corporate officers, partners, or proprietor.** ALL APPLICANTS that reside in Canada MUST complete an online criminal record check within one day of sending the licence 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. For more information please visit our website https://www.consumerprotectionbc.ca/component/content/article/163-about-cpa/general/1359-criminal-record-check

ALL APPLICANTS that do not reside in Canada MUST submit a certified criminal record check from their home jurisdiction.

Note: criminal record check is required only if you are applying to exhibit, rent, sell or distribute adult films or video.

☐ A copy of your current municipal business licence if you are applying as a restricted theatre, adult film retailer or distributor from inside British Columbia. It should clearly indicate that the retailing and/or distribution of adult video products are included in your local licensing, or it can also be in the form of a letter from the local government body to the retailer confirming that the zoning bylaws sanction the proposed activity. It is your responsibility as a licensee to ensure that suitable municipal zoning and licensing for your business are in place prior to applying.

☐ Submission of the applicable application fee payable to **Consumer Protection BC**. Licence fees are located in the fee schedule included in the application package or online at www.consumerprotectionbc.ca . Please include a cheque, money order or the Credit Card Authorization form with your application.

☐ If the application is for an adult film distributor licence where decals will be affixed to adult films from outside of British Columbia, acceptable security in the amount of $10,000. Please call 1 888 777-4393 for details.

Film Classification licenses are registered to one entity and are non-transferable. Application processing time is approximately 2-3 weeks.

Licenses are issued for one year and expire on the anniversary day of the issuance of your first licence. Prior to this, an application for renewal, with the applicable fee must be submitted. Renewal notification will be sent to the licence holder approximately six weeks prior to the licence expiry date.

If you require further information, kindly contact our office at 604 320-1664 or toll free at 1 888 777-4393. Visit us online at www.consumerprotectionbc.ca.

INCOMPLETE APPLICATION PACKAGES WILL BE RETURNED WITHOUT REVIEW