

## Non-Resident Business Licence Application

Submit completed form to [BusinessLicence@Langford.ca](mailto:BusinessLicence@Langford.ca)

BL#: \_\_\_\_\_

Fee: \_\_\_\_\_

### BUSINESS INFORMATION (\* required fields)

\*Business Name: \_\_\_\_\_ Application Date: \_\_\_\_\_

\*Business Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

\*Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Corporate Name: \_\_\_\_\_ Incorporation #: \_\_\_\_\_

### BUSINESS OWNER INFORMATION

Name(s): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### BUSINESS LICENCE DETAILS

\*Langford Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

\*Duration: \_\_\_\_\_ to \_\_\_\_\_ ☐ Copy of Business Licence from Home Municipality Provided  
(maximum of a twelve-month duration)

### NATURE OF BUSINESS (description of business and activities conducted)

### SUPPLEMENTAL INFORMATION

- a) The timeline for processing a business licence application is dependent on the applicant submitting all required information and documentation, as well as the current workload of the departments involved in the business licence permitting process, including Planning, Bylaw, Building and Fire.
- b) A non-resident business refers to any business that is not physically located within the City of Langford but carries out business activities within the city. A non-resident business licence allows such a business to operate at a specified location within Langford for a period of up to twelve (12) months.

The personal information requested in this form is collected under section 26 (c) of the Freedom of Information and Protection of Privacy Act and will be used to administer Business Licence applications within the City of Langford. This information may be shared with applicable City of Langford departments and related agencies for the purpose of required inspections and approval of this licence application. Please contact [BusinessLicence@Langford.ca](mailto:BusinessLicence@Langford.ca) if you have any questions about the collection, use, or disclosure of this information.

Applicant has read and agrees to comply with the stated regulations and bylaws of the City of Langford. **I understand I cannot commence business until such time as a business license has been approved.**

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

t 250.478.7882

e [businesslicence@langford.ca](mailto:businesslicence@langford.ca)

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