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Contact us toll-free at 866-209-2111 or email us at liquor.licensing@gov.bc.ca if you have any questions.
www.gov.bc.ca/liquorregulationandlicensing

Liquor Primary Club Licence: Application to Transition to Liquor Primary Licence

Under a Liquor Primary (LP) club licence, the sale and service of liquor is only permitted for members and their guests (not members of the public).

Transitioning an LP club licence to a basic LP licence, will allow for the sale and service of liquor to the public. This is a permanent change to the LP club licence that requires local government/First Nation input – See Part 6. If your request to transition from an LP club to a basic LP licence is approved, any special club terms & conditions will be removed permanently. The hours of liquor service and service areas will typically remain unchanged and transition to the new LP licence.

You may request changes to the existing hours of liquor service and licensed service areas on this application form.

Instructions for Applicant

1. Contact your local government/First Nation (LG/FN) to ask about their requirements (e.g. application, fees, development permit, business licensing, zoning, etc.)
2. Fill out all sections of the attached application using this guide for reference. Gather all required documentation as requested in the checklist (page 5 of the application form).
3. Bring your completed application package to LG/FN, along with any documents or fees required by LG/FN. Ask LG/FN to complete Part 6 of the application form. LG/FN will keep a copy of your application form, letter of intent and floor plan
4. Once signed by LG/FN, submit the complete application package to the Liquor Control and Licensing Branch (Branch). Your application will only be considered if it is submitted to both LG/FN and the Branch. The Branch will contact you once your application has been reviewed.

The following pages contain information regarding questions in the application form. Please use this information to assist with submitting a complete application package.

Part 1: Establishment

LP Club Licence #:

The licence number is identified on the face of your liquor licence.

Licensee/Applicant:

This is the legal entity that the liquor primary club liquor licence is issued to. The licensee is identified on the face of your liquor licence.

Establishment Name:

This is the name used to identify your establishment, as reflected on your liquor licence.

Proposed Establishment Name:

You may request to change your existing establishment name and associated signage. Your name must be approved by the Branch to ensure it accurately reflects the nature of your liquor primary business. Note signs should not be ordered prior to receiving approval.

Establishment Address:

The physical location of the establishment. Identify a mailing address if different from the physical address.

Parcel Identifier Number (PID):

A nine-digit number permanently assigned to a parcel of land. The legal description and PID may be found on a Land Title Certificate, in BC Property Assessment documents, on your lease, or obtained from your landlord.

Zoning:

Contact your local LG/FN to confirm zoning permits the sale and consumption of liquor in a liquor primary establishment (as opposed to a member's only LP club) before submitting your application. If the proposed location is not zoned appropriately, initiate the re-zoning process and explain the status of your re-zoning application on the application form.

Part 2: Contact Person:

This person will act as the contact for this application and will receive information throughout the application process. Once licensed, all future correspondence will be directed to the licensee.

Part 3: Change to Hours of Liquor Service:

Licensees may apply to revise the hours of liquor service.

Identify the start and end times of your proposed hours of liquor service for each day of the week. It is suggested that you request the maximum hours of liquor service that you are most likely to require. Once approved, you may choose to open later or close earlier than your licensed hours. Maximum hours of liquor service permitted by the Branch are 9:00 AM to 4:00 AM. Contact your LG/FN to ask about bylaws regarding closing times.

A change to hours of liquor service outside of the hours currently approved requires public input and comment from your LF/FN. LG/FN must complete Part 6 of application form.

There is an additional fee for this change (see application form).

Part 4: Structural Change(s) to Licensed Service Area(s):

Licenseses may request to make structural changes the existing licensed service area.

Examples include:

- The addition or removal of a licensed area, including patio(s)
- A change in the position of a wall, pony wall or fixed planters used as separation between/within a service area
- A change in the position of access and exit points leading to or from a service area
- The removal or addition of permanent display cabinets, stages or dance floors
- A change to the liquor service bar location or size
- Changes in occupant load
- Construction or changes the general manager considers may affect patron routing, capacity, or the line of sight between a staff control point and the licensed area of the establishment.

You do not need approval for cosmetic changes such as flooring, countertops, or painting.

Total Overall Occupant Load:

The sum of the occupant load for existing licensed area(s) and proposed licensed area(s).

Floor Plan Requirements

See Appendix II for information/instructions for floor plan requirements and how to obtain the required occupant load for your proposed licensed area(s).

Structural change(s) resulting in an increase to the occupant load of a licensed service area and/or the addition of a new patio requires public input and comment/resolution from your LG/FN. See Part 6 of application form. There are additional fee(s) for this change (see application form).

Part 5: Checklist:

This lists all the required documents that, in conjunction with the application, form your application package. Your application will not be considered unless all required documents are received. An incomplete application will delay the licensing process.

Part 6: Local Government/First Nation Confirmation of Receipt of Application:

Bring your application package to the LF/FN where your establishment is located, and ask that they sign this section to acknowledge receipt of the application. Do not submit your application to the Branch unless it has been signed by LG/FN.

Part 7: Declaration of Signing Authority:

This section must be completed by one director or senior manager (as defined in the *Societies Act*) of the society.

Part 8: Application Fee(s):

Your application cannot be considered by Branch until the application fee(s) is paid.

Questions? Please contact the Liquor Control and Licensing Branch (8:30 am to 4:30 pm Monday to Friday) at 866-209-2111 (or email liquor.licensing@gov.bc.ca).

Appendix I – Letter of Intent

Provide a letter of intent describing your proposed liquor primary establishment. Your letter must include:

- Describe the primary focus of your business including any functions and services your establishment will provide (e.g. lounge, public house (pub), golf course, spa, retail store, art gallery, and museum).
- If liquor service is not the primary business focus (e.g. you are a retail store or spa) provide information about the operating hours of your primary business, and whether your primary focus will shift to liquor service at any time of the day.
- Identify all types of entertainment that may be offered in your establishment (e.g. films, darts, DJ booth, dance floor, exotic dancing, gambling, karaoke, live music, pool)
- Describe the type of food service your establishment will offer. Liquor primary establishments must provide, at a minimum, a variety of hot or cold snacks during all hours of operation.
- Describe the composition of the neighbourhood (e.g. commercial, residential, industrial).
- Describe the potential for noise and other types of disturbance.
- Describe the measures you will implement to ensure nearby residents are not disturbed by your establishment or patrons of your establishment.
- Identify any requests you are making for endorsements or other licensing options (see below).
- Identify any other information that may be relevant to your application

Endorsements and Licensing Options

You may wish to make additional changes to your liquor licence. Include in your letter of intent any requests for the following options. Note that some of the endorsements require an application and/or annual fee.

Dual Licence

Liquor primary and food primary licenses may overlap the same service area provided they have different hours of liquor service. Both licenses must be held by the same owner. The LP must operate in the exact same space as the FP.

Event Driven

Liquor service is offered in conjunction with events only (e.g. live theatre, concert, movie, home show, wedding reception, private party). Event-driven licences are generally issued to concert halls, convention centres, live theatre, movie theatre, arenas/stadiums, rental halls, etc.

Third Party Operator

A licensee may engage the services of a third party operator to operate or manage the establishment on a day to day basis. While the licensee may engage a third party operator to run the business, the licensee remains responsible for all activities within the licensed establishment. The third party operator must be approved by the Branch.

Catering Endorsement

Allows you to provide food and liquor service at catered events held primarily “off-site” (away from the licensed establishment). You must have a commercial kitchen and a food service permit from your local health authority. This endorsement has an annual licensing fee of \$100.

Minors - Family Food Service (FFS)

If liquor service is not the primary focus of the business, you may be eligible to have minors in the service area(s) or the establishment subject to certain restrictions. For example, minors are generally permitted in a recreational facility, stadium, theatre, retail store or spa. Minors are never permitted in a service area when adult entertainment (i.e. gaming or exotic dancing) is available. Please identify this request in your letter of intent and specify why minors should be allowed in the service area(s).

If you are not eligible for minors based on the primary focus of the business, you may request Family Food Service (FFS). FFS allows minors, accompanied by a parent or guardian, in all liquor service areas until 10 PM when meal service is available.

Off-Premise Sales Endorsement

LPs may apply for off-premise sales if located at least 30 kilometres from a government store, licensee retail store or rural agency store or another liquor primary establishment with off-premise sales. This endorsement allows the LP to sell pre-packaged beer, wine and coolers from the LP service bar. Liquor products sold as off-sales must be immediately removed from the LP establishment.

This endorsement has an annual fee of \$100.00

Temporary Use Area (TUA) Endorsement (Golf Courses and Ski Hills Only)

Establishments at a golf course or downhill ski business may apply to extend their licence to outdoor area(s). This application requires public input and local government/first nation comment. If you are applying for a TUA, attach a completed application to this application when submitting it to LG/FN and the Branch. The applications will be considered at the same time.

Licensee Representative

Licensees may authorize a representative to take specified actions on the licensee's behalf and to legally bind the licensee in respect of those matters. Examples include communicating with the branch, signing a licence change application, and attending enforcement hearings. Licensees can submit a notification form at no cost to specify the responsibilities assigned to the licensee representative.

For more information on these options, see the Liquor Primary Terms & Conditions Handbook.

Appendix II – Floor Plan and Occupant Load Requirements Guide

Floor Plan (and Occupant Load)

Your application can only be considered if you include floor plans with occupant load. Two copies of floor plans are required: one 8.5" x 11" and one 11" x 17". Plans must show all service areas and the following details, if applicable:

- | | | |
|---|--|--|
| <input type="checkbox"/> labels for each room | <input type="checkbox"/> dance floor | <input type="checkbox"/> washrooms |
| <input type="checkbox"/> patio(s) | <input type="checkbox"/> stage | <input type="checkbox"/> stairs, entrances and exits |
| <input type="checkbox"/> liquor service bars | <input type="checkbox"/> sound or DJ booth | |

Plans must also show the physical separation (e.g. pony wall or full height wall) separating the proposed service area(s) from other licences or unlicensed areas. If there is another licence, or another business (such as a retail store) at the same site, provide floor plans showing the other business in relation to the proposed LP establishment.

Occupant Load Calculation

Occupant Load is the maximum number of people (patrons plus staff) permitted in a service area. Contact the LG/FN to obtain an occupant load on your floor plan. The occupant load must be stamped or written, dated and signed on the floor plan by the appropriate authority.

If LG/FN will not provide the occupant load, they must provide a letter confirming they do not issue occupant load. You must submit the LG/FN letter with your floor plan. Where a LG/FN will not provide the occupant load, the Branch will accept an occupant load calculation from a professional architect or engineer.

Sample Floor Plan

