



Liquor Control and Licensing Branch  
 4th Floor, 3350 Douglas St, Victoria, BC V8W 9J8  
 Mail: PO Box 9292 Stn Provincial Govt, Victoria, BC V8W 9J8  
 Phone: 1 866 209-2111 Fax: 250-952-7066

# LICENSEE RETAIL STORE STRUCTURAL CHANGE APPLICATION

Liquor Control and Licensing Form LCLB012C

## Instructions:

Complete all applicable fields then submit with payment as outlined in Part 4 of this application form. If you have any questions about this application, call the Liquor Control and Licensing Branch (LCLB) toll-free at: 1 866 209-2111. LCLB forms and supporting materials referred to in this document can be found at: [www.gov.bc.ca/liquorregulationandlicensing](http://www.gov.bc.ca/liquorregulationandlicensing)

## Licensee Information

Licensee name (as shown on licence):

Establishment name (as shown on licence):

Establishment Location address:      
(as shown on licence) Street City Province Postal Code

Business Tel with area code:  Business Fax with area code:

Business e-mail:  LRS Licence #:

Business Mailing address:      
(if different from above) Street City Province Postal Code

Contact Name:  Contact Number:   
last / first / middle

## Part 1: Structural Alterations

Structural (C4-LIC)	Fee: \$440
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A structural alteration includes the following types of changes to the retail store area:

- Change in the position of a wall, floor or ceiling surrounding a licensed area
- Physical expansion
- Change in the position of new construction or removal of fixed articles such as partial height divider, walls, etc. that increase or decrease the physical space
- Change in access and exit points leading to or from the licensed area

Please note the following:

- A structural change application is not required if you are making cosmetic changes only (i.e., painting, changing carpet, etc.).
- Where an Licensee Retail Store (LRS) proposes to move to an address at the same site and within the existing building (with the same parcel identifier number) or to a location that is attached to or abutting the existing building, this may be considered a structural change and not a relocation.
- When an LRS proposes to move from one unit to another unit in the same building structure (e.g., a shopping mall), it is considered a relocation and not a structural change. The LRS Transfer of Location application can be found on our website: [www.gov.bc.ca/liquorregulationandlicensing](http://www.gov.bc.ca/liquorregulationandlicensing)
- Some existing Licensee Retail Stores were approved for drive-through sales. While these stores are allowed to continue operating their drive-throughs, the addition of a drive-through window as part of a structural change is no longer permitted.

Provide the following information and documentation:

1. One 11" x 17" and one 8.5" x 11" plan detailing the furniture and fixture layout of the entire LRS and the alterations or area addition (s). Please see Part 2 of this application for floor plan guidelines.
2. Briefly describe the proposed alterations, removal or addition, including the general construction proposal (e.g. if exits will be added or if there are changes to the service counter) and time frames for construction:

3. Is the public permitted to walk into the cooler space? Yes  No

4. Provide a site plan showing the names and types of businesses or public buildings located on either side of the LRS.

5. Will you be making any changes to your exterior sign? Yes  No

If yes, provide a colour schematic of the proposed signage you intend to post. Changes to exterior signs are subject to LCLB approval and must not be ordered or posted until the signs are reviewed and approved in accordance with branch policy.

**Note:** Any change to your establishment name must be applied for separately using the Application for a Permanent Change to a Liquor Licence (LCLB005B) at which time signage will be reviewed.

6. Will the proposed structural alteration involve removing a wall between the LRS and an eligible grocery store? Yes  No

If yes, provide the following:

(a) Provide the name of the grocery store:

**Note:** The grocery store owner must complete form LCLB090.

(b) Confirmation from your local government that the site is zoned appropriately to operate an LRS establishment.

**Note:** In addition to meeting LCLB requirements, you are responsible for obtaining all the required applications and permits from your local government to operate your LRS.

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## Part 2: Floor Plan Guidelines

A floor plan is a view of each floor as seen if you were to remove the roof or ceiling and all construction above. Floor plans must be acceptable to the Liquor Control and Licensing Branch for your application to be processed.

Floor plans should meet the following requirements:

- Must be clear, legible and of sufficient size and detail
- Clearly identify the area proposed for licensing and any adjoining areas
- Provide room size dimensions
- Detail entrance, exit, washrooms, storage area, cash register area, coolers and other fixtures
- Identify other adjoining unlicensed areas

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## Part 3: Declaration of Signing Authority Including Valid Interest

Section 57(1)(c) of the *Liquor Control and Licensing Act* states: "A person commits an offence if the person (c) provides false or misleading information in the following circumstances: (i) when making an application referred to in section 12; (ii) when making a report or when required and as specified by the general manager under section 59".

As the licensee or authorized signatory of the licensee, I understand and affirm that all of the information provided is true and complete.

Signature: \_\_\_\_\_  
Authorized signatory of the licensee

Name:  Position:  Date:   
( last / first / middle ) (if not an individual) (Day/Month/Year)

Note: An agent, lawyer or third party operator may not sign the declaration on behalf of the licensee.

This form should be signed by an individual with the authority to bind the applicant. The Branch relies on the licensee to ensure that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:

- If the licensee is an individual or sole proprietor, the individual himself/herself
- If the licensee is a corporation, a duly authorized signatory who will usually be an officer or, in some cases, a director
- If the licensee is a general partnership, one of the partners
- If the licensee is a limited partnership, the general partner of the partnership
- If the licensee is a society, then a director or a senior manager (as defined in the *Societies Act*)

If an authorized signatory has completed the *Add, Change or Remove Licensee Representative* form (LCLB101) and they have specifically permitted a licensee representative to sign this form on the licensee's behalf, the branch will accept the licensee representative's signature.

**Part 4: Application Fees**

Total Fee Submitted: \$

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

Payment is by (check (☑) one):

- Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)
- Money order, payable to Minister of Finance
- Credit card:  VISA  MasterCard  AMEX
- I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.
- I am submitting my application by mail and have given my credit information in the space provided at the bottom of the page.

The information requested on this form is collected by the Liquor Control and Licensing Branch under Section 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of liquor licensing and compliance and enforcement matters in accordance with the *Liquor Control and Licensing Act*. Should you have any questions about the collection, use, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111.

**Credit Card Information** (To be submitted by fax or mail only)

Name of cardholder (as it appears on card):

Credit card number:

Expiry date:  /   
(Month) (Year)

Signature: \_\_\_\_\_