



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

# MANUFACTURER (WINERY, DISTILLERY OR BREWERY) LICENCE APPLICATION

Liquor Control and Licensing Form LCLB014

### Instructions:

Submit your completed application form, including all required documentation and the application fee to the Liquor Control and Licensing Branch (LCLB).

- If you have any questions, call us toll-free at 1-866-209-2111.
- The application process takes an estimated 4-6 months. An incomplete application will delay processing time.
- Applicants may also be interested in applying for a lounge and/or special event area endorsement (see LCLB049A) and/or a picnic endorsement (see LCLB049B).
- Prior to applying, you are encouraged to read the Manufacturer Terms and Conditions handbook to understand your responsibilities as a licensee.

**Note:** Some of the information you submit to LCLB in your application package will be provided to the Liquor Distribution Branch (LDB). LDB will use this information to classify your business (Land-Based Winery, Commercial Winery, Brewery, Brewpub, Craft Distillery, Commercial Distillery), and to provide a Sales Agreement to allow you to sell your product in B.C. For more information, see (email [regemail@bcldb.com](mailto:regemail@bcldb.com)) or call 604-252-2877.

### Part 1: Type of Application

Licence Type (please check applicable boxes):

Office use only  
Job No. \_\_\_\_\_-001

Winery  Distillery  Brewery  Co-packer

On-Site Store Endorsement: permits the sale of product registered under the manufacturer's licence to the public from the manufacturing site and/or via the internet, and also allows for sales at markets. Please indicate the form of retail sales you intend to offer (all that apply):

Office use only  
Sub Job (C4) - On-Site  
Job No. \_\_\_\_\_

Retail store area  Point of sale only  Internet/phone sales

The on-site store must be on the same site as your manufacturing facility. Some of the terms and conditions that apply include:

- Subject to limitation by the general manager, hours of liquor service must start no earlier than 9:00 am and end no later than 11:00 pm
- A minor is not allowed to be present in the manufacturer on-site store unless the minor is accompanied by a parent or guardian.
- Entertainment and games are not allowed in the on-site store area
- Packaged snacks, liquor-related items and other items authorized by the general manager may be sold.

### Part 2: Applicant

Applicant name:  Business Number\*:

Mailing address:      
(All correspondence will go to this address) Street City Province Postal Code

Business email address:

Business phone:  Business fax:

Please check (☑) Yes or No to each of the following:

- No  Yes The applicant is the owner of the business in respect of which the licence is to be issued or will become the owner before the licence is issued.
- No  Yes At the time of application, the applicant is:
- The owner of or has an agreement to purchase the place or premises that will form the proposed establishment, or
  - The lessee or has a binding offer to lease the place or premises that will form the proposed establishment.
- No  Yes At the time the licence is issued, the applicant will be:
- The owner of the place or premises that forms the establishment, or
  - The lessee of the place or premises that forms the establishment (term no less than 12 months).

**Note:** An authorized signing authority of an applicant can appoint a representative to interact with the branch on their behalf by completing form LCLB101 Add, Change or Remove Licensee Representative

**\*Note:** Prior to licensing applicants must have a Canada Revenue Agency issued Business Number in place in the legal name of the applicant for the liquor licence. This is the first 9 digits of your 15 digit GST/HST registration number. If you don't have a GST/HST registration number, you can apply for one through the Canada Revenue Agency at [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca).

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### Part 3: Contact Person

Application contact name:  Title/Position:   
last / first / middle

Contact phone:  Contact email address:

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### Part 4: Applicant Information

1. Do you or any of your shareholders have any amount of ownership interest in another B.C. liquor licence, or any association with a third party operator for another licence, or have an immediate family member (spouse, parent, sibling or child) with any amount of ownership interest in another licence?  No  Yes

2. If yes, identify the licence(s), the individual(s) involved in the association, the nature of the association, and (where applicable) the percentage ownership.

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### Part 5: Applicant Documents

Applicants are required to submit the following documentation depending on what type of applicant they are. Applicant types are:

- Private Corporation       Partnership       Society  
 Public Corporation       Sole Proprietor       Other:

#### Personal History Summary

Certain individuals involved in the applicant's legal entity structure must submit a Personal History Summary (LCLB004) form and a copy of their Criminal Record Search completed by the RCMP or local Police Department. The form may also require them to submit copy of their driver's abstract or a statutory declaration.

- Private Corporation  
(an incorporated company composed of one or more shareholders).
- Central Securities Register (shareholder register) listing of all shareholders, class of shares, number of voting and non-voting per shareholder and date shares issued/transferred/cancelled).
  - Register of Directors/Officers listing all current directors/officers by full legal name, position and date of appointment.
  - For all shareholders (individuals) holding less than 10% voting shares in the applicant corporation, list the person's full legal name and date of birth.
  - All shareholders (individuals) holding 10% or greater voting shares in the applicant corporation must submit a Personal History Summary Form.
  - If one of the shareholders is a private corporation, a public corporation, a society or a partnership, submit all of these documents for that legal entity/applicant type.
- Sole proprietor
- Completed Personal History Summary form.
- Partnership  
(two or more partners who carry on business together).
- Partnership Agreement
  - Each partner must submit a completed Personal History Summary form.
- Public Corporation  
(an incorporated company with shares traded on the stock exchange).
- Register of Directors/Officers listing all current directors/officers by full legal name, position and date of appointment.
  - All directors must submit a completed Personal History Summary form.
- Society / Non-Profit Corporation  
Societies are a non-profit organization registered under the Society Act. Non-profit corporations are registered under Corporations Canada. If your organization does not have a Business Number, provide a copy of the Certificate of Incorporation.
- List of all directors by full legal name, position and date of appointment.
  - All directors must submit a completed Personal History Summary form.
  - If applying for a LP Club licence, provide written confirmation that the society has at least 50 members and an annual membership fee.
- Other  
Includes entities incorporated through Federal or Provincial legislation (e.g. Local Government, First Nations, colleges, and universities). Please contact the Branch at 866-209-2111 (8:30 am to 4:30 pm Monday to Friday) to discuss documentation requirements.

## Part 6: Establishment Information

**Note:** Signs should not be ordered prior to approval of the establishment's name by the Liquor Control and Licensing Branch.

Proposed manufacturer name:

Manufacturer physical address:      
Street City Province Postal Code

Local police jurisdiction:  Legal description of site:   
(Legal description and parcel identifier (PID) or Strata Plan number of the establishment site, found on property tax notice or from Land Titles office)

Local government or First Nation:  Business e-mail:

Establishment tel with area code:  Establishment fax with area code:

By checking this box, I confirm that current zoning permits manufacturing on the manufacturing site.

By checking this box, I confirm that current zoning permits retail sales on the manufacturing site.

Is this manufacturing site part of the Agricultural Land Reserve (ALR)?  No  Yes

Winery applicants only:

Indicate the amount of grapes, fruit and honey that will be farmed at the winery site and used for the production of wine:

Grapes: # of acres  Fruit: # of acres  Honey: # of beehives

## Part 7: Required Documents

Your application package must include the following documents. An incomplete application will delay the licensing process.

**Note:** Your application form and most of the required documentation listed here will be shared with LDB.

- Completed Manufacturer (Winery, Brewery or Distillery) Licence Application form (this form).
- Applicant documents based on applicant type (see part 5 of this form). Including:
  - Copy of Criminal Record Search completed by local RCMP/Police Detachment\*
  - Personal History Summary form (LCLB004).\*
- A site plan (8.5" x 11") of the proposed property showing the following details:
  - All buildings and their uses (i.e. manufacturing building, on-site store, storage, personal residence, etc).
  - Other business operating on the site including other licensees approved by the Branch
  - Any vineyards, orchards, agricultural crops and bee hives.
  - Private and public roads and parking areas.
- Two large (11"by 17") scaled floor plans of the manufacturing facility including manufacturing equipment such as tanks and kettles, secure storage, entrances/exits and the on-site store and indoor sampling area(s), if applicable.
- A sketch of all proposed exterior signs. Signage is subject to LCLB approval.
- A business plan describing your proposed operations, including:
  - Financial statements outlining production (in litres) and sales forecasts for a three year period.
  - Your proposed product(s), and any plans regarding contract manufacturing (you manufacturing for others, and/or them manufacturing for you) and the manufacturer(s) involved.
  - Your proposed agricultural sources (e.g. grapes, hops) and whether all sources will be from B.C.
  - What stages of manufacturing will be taking place at your manufacturing site. (Please note: winery applicants must demonstrate that they will produce at least 4,500 litres per year on site. Onsite production means fermenting and at least one of the following winemaking steps: blending, crushing, filtering, aging for at least 3 months, secondary fermentation or carbonation, and packaging.)

- Whether you will be using neutral grain spirits.
- A list of all manufacturing equipment including equipment costs (to be eligible for a licence, you must demonstrate that you own or lease the equipment necessary to manufacture on-site, and you must continue to maintain that equipment to renew your licence).
- Where you will store packaged products, if not on-site.
- Breweries only:
  - Whether your brewery will operate in conjunction with a liquor primary (brewpub) at the same site, and whether product will be piped in from the brewery to serve on tap.
  - A sample of the brew sheets you intend to use in your production.
- Breweries and Wineries only: your business insurance certificate.
- Breweries and Distilleries only: how you plan to distribute your packaged product.
- Land-Based Wineries only:
  - If you don't have productive crops yet, explain when planting will take place and when you will have product (e.g. grapes) to use in production.
  - Explain if you will be leasing any of your agricultural land to others, or selling agricultural products to others, and identify who.
  - Explain if you will be leasing lands from others, or buying agricultural products from others, identify who, and provide lease and/or contract fruit documents
  - Identify your winemaker, and whether they produce for another winery.

For Distilleries Only: The Office of the Fire Commissioner (OFC) requires that a distillery owner/applicant construct and maintain their distillery in conformance with the BC Fire Code requirements for fire prevention/protection. A copy of the Approval in Principal letter will be provided to OFC.

**\*Note:** This document not shared with LDB.

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### Part 8: Declaration of Signing Authority

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

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

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

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

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

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

**Part 9: Application Fee**

Manufacturer Licence Application: \$550	On-Site Store Endorsement: \$110
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**Note:** Application fee is non-refundable. At the time of licensing, a prorated first year license fee will also be due.

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 fax or mail and have given my credit information in the space provided at the bottom of the page.

Submit your completed application form, with all supporting documents and fee payment information, in one package to the LCLB by any of the following methods:

Liquor Control and Licensing Branch  
 Courier: 4th Floor, 3350 Douglas St., Victoria BC V8Z 3L1  
 Mail: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8  
 E-mail: [liquor.licensing@gov.bc.ca](mailto:liquor.licensing@gov.bc.ca)

If you have any questions, contact us toll-free at 866-209-2111 and ask to speak to the Senior Licensing Analyst for your geographic area. If you have questions for Liquor Distribution Branch, please contact the Industry Programs Coordinator at [regemail@bcldb.com](mailto:regemail@bcldb.com) or 604-252-2877.

**Part 10: What Happens Next?**

1. Your application will be reviewed. LCLB and/or LDB will contact you if documentation is missing, or more information is needed.
2. If all is in order, LCLB will send you an Approval in Principle (AIP) letter.
3. When your construction is complete, your equipment is in place and you are ready to begin manufacturing, contact your local Liquor Inspector for a final inspection.
4. During this time, LDB will contact you in regards to a Sales Agreement.
5. If the inspection is satisfactory, you will be required to pay a (prorated) annual licence fee, and your manufacturer licence will be issued with an expiry date of March 31.

**Important Note:** Your complete application package must contain this application form with responses in all the applicable fields, all the required documentation and the full fee. If your application is submitted incomplete, it will cause a delay in processing your application. If you have any questions, contact us toll-free at 866-209-2111 and ask to speak to the Senior Licensing Analyst for your geographic area. If you have questions for LDB, please contact the Industry Programs Coordinator at [regemail@bcldb.com](mailto:regemail@bcldb.com) or 604-252-2877.

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.

LCLB014

5 of 5

Manufacturer - Licence Application

**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: \_\_\_\_\_