



Liquor Control and Licensing Branch
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UBREW AND UVIN (FERMENT-ON-PREMISES) LICENCE APPLICATION

Liquor Control and Licensing Form LCLB016

Instructions: Complete all applicable fields, attach required documents and submit with payment as outlined in Part 7. You may complete this form, one of two ways: 1) at your computer, save and then print; or 2) by hand - print clearly using dark ink. If you have any questions about completing this application, call the Branch 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. This type of licence is issued to a business that provides customers with the ingredients, equipment, and advice needed for making beer, wine, cider or coolers for private consumption away from the licensed premises. Liquor products manufactured at a UBrew/UVin (Ferment-on-Premises) establishment cannot be sold to others.

Part 1: Application Contact Information

The applicant authorizes the person below to be the primary contact for the application for the duration of the application.

Name: Phone number:
 Email address: Fax number:

Part 2: Applicant Information (Legal Entity)

Office use only
 Job No. (new)

Name: Business Number*:
 Mailing address:
(All correspondence will go to this address) Street City Province Postal Code
 Phone number:
 Fax: E-mail:

The applicant authorizes its shareholder, director or partner below to be the primary contact for the licence, if approved.

Contact Name: Phone:

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 <http://www.cra-arc.gc.ca>.

1. Do you or any of your shareholders currently hold, have held, or have previously applied for a British Columbia liquor licence. Please check (☑) one:

- No, I do not currently hold - and have never held or applied for - a British Columbia liquor licence.
- Yes, I currently hold a British Columbia liquor licence, or I have held or applied for one in the past. If Yes, provide details of current or previous licence(s) or previous applications (date held, licence #(s), location, type of licence and name of establishment(s)):

2. Do you hold a Rural Agency Store Appointment? Please check (☑) one:

- No, I do not currently hold a Rural Agency Store Appointment.
- Yes, I currently hold a Rural Agency Store Appointment.

3. 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).

Part 3: Type of Business

There are six types of businesses identified here. Choose () the type of business used to operate your UBrew/UVin (Ferment-on-Premises). Beneath the type of business you indicate are a list of documents to submit with this application.

Society

The society's annual membership fee is: \$ The society has members.

The following documents are required and must be attached to this application:

Current list of officers and directors,

Plus, all directors must submit:

A completed Personal History Summary (LCLB004) form and required documents as noted on form including a copy of your Criminal Record Search completed by your local RCMP/Police Detachment (see LCLB web page Criminal Record Search for more information)

Partnership

Please check () if you are a Registered Partnership or a Non-Registered Partnership

List Partners in the space provided below:

Partner 1: Percentage of Ownership: Legal Name:

Partner 2: Percentage of Ownership: Legal Name:

Partner 3: Percentage of Ownership: Legal Name:

Partner 4: Percentage of Ownership: Legal Name:

If there are more than four partners, provide same information for other partners on separate sheet and attach. If one or more of the partners are a private corporation, a public corporation or a society, submit all the documents listed under that business type with this application.

Plus, each partner (individual) must submit:

A completed Personal History Summary (LCLB004) form and required documents as noted on form including a copy of your Criminal Record Search completed by your local RCMP/Police Detachment (see LCLB web page Criminal Record Search for more information)

Public Corporation

Check box () if your shares are publicly traded:

The following documents are required for this type of business and must be submitted with this application:

List of Directors and Officers.

Plus, all directors must submit:

A completed Personal History Summary (LCLB004) form and required documents as noted on form including a copy of your Criminal Record Search completed by your local RCMP/Police Detachment (see LCLB web page Criminal Record Search for more information)

Sole Proprietorship

The sole proprietor must submit:

A completed Personal History Summary (LCLB004) form and required documents as noted on form including a copy of your Criminal Record Search completed by your local RCMP/Police Detachment (see LCLB web page Criminal Record Search for more information)

Private Corporation

The following documents are required for this type of business and must be submitted with this application:

Central Securities Register,

Notice of Articles, and

Special Rights and Restrictions within the articles of incorporation that detail the class and types of shares and whether or not each class or type of share has voting privileges (if the information is not already included in the Notice of Articles).

And, if one of the shareholders is a private corporation, a public corporation, a society or a partnership, submit all the documents listed under that business type.

Plus, all shareholders (individuals) holding 10% or greater interest in the applicant corporation must submit all the documents listed:

A completed Personal History Summary (LCLB004) form and required documents as noted on form including a copy of your Criminal Record Search completed by your local RCMP/Police Detachment (see LCLB web page Criminal Record Search for more information)

Note: Shareholders (individuals) holding less than 10% interest in the applicant corporation must provide their full legal name and date of birth in the space provided below or on a separate sheet of paper.

Other

This includes entities incorporated through Federal or Provincial legislation. Examples: Local Government, First Nations, colleges, universities, etc. Contact the branch to discuss documentation requirements.

Part 4: Establishment Proposal

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

Proposed establishment name: Business e-mail:

Establishment physical address:
Street City Province Postal Code

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)

Establishment phone with area code: Establishment fax with area code:

Part 5: 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 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 6: Application Fee \$550 (non-refundable)

Note: At the time of licensing, a prorated first year licence fee will 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 next page.

Part 7: Required Documents

(an application must be complete before it can be processed)

To be considered a "complete application", the following documents must be provided:

- Completed *Application for a UBrew/UVin (Ferment-on-Premises) Licence* (LCLB016).
- Application fee. See Part 6 of this application form.
- Completed Personal History Summary (LCLB004) form and required documents as noted on form including a copy of your Criminal Record Search completed by your local RCMP/Police Detachment (see LCLB web page Criminal Record Search for more information)
- Completed *Personal History Summary* (LCLB004) forms for all required individuals.
- Statutory Declaration, if instructed on the *Personal History Summary* (LCLB004) form.
- Driver's abstract (driving record), if instructed on the *Personal History Summary* (LCLB004) form.
- Legible photocopy of primary proof of identity for each of the above individuals. Acceptable photo identification includes a drivers licence from a Canadian jurisdiction, passport or BCID card.
- Relevant business documents as identified in Part 3 of this application form. These documents will vary according to applicant type: public corporation, private corporation, partnership, sole proprietorship, society or other.
- A sketch of the proposed establishment signage. Signs are subject to LCLB approval.

Part 8: What Happens Next? — the UBrew/UVin (Ferment-on-Premises) application and approval process

1. The applicant must submit a complete application package and application fee to Victoria Liquor Control and Licensing Branch Head Office.
2. The Liquor Control and Licensing Branch (LCLB) staff will review the application package for completeness.
3. If the application is incomplete, it will be returned to you by mail with a letter identifying the missing document. You will be asked to resubmit a completed application within 45 days or the application for a new UBrew/UVin (Ferment-on-Premises) licence will be terminated and you will have to reapply and pay the application fees.
4. When all documents are received, LCLB staff will review the application for eligibility. If application requirements have been met, the application will be asked to contact the inspector for an education interview/final inspection once construction is fully complete. Before contacting the inspector for an interview and final inspection, the application must have the inspector interview letter.
Note: The application must contact the local area inspector to arrange for a final inspection by the date noted on the letter (30 days from the date of the letter). If the inspector is not contacted to arrange for a final inspection or for an extended time, the application will be terminated.
5. If your establishment passes the inspection, you will be asked to submit the annual licence fee to the Victoria Branch. The annual licence fee will be prorated to March 31.
6. When Victoria LCLB receives your licence fee and the final inspection report, LCLB will review the information and ensure any outstanding issues are addressed.
7. When all outstanding issues are addressed, a new licence will be issued from Victoria LCLB and sent by mail to the applicant.

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: _____