



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

# INVOICE FOR EXTRA FEES FOR LIQUOR INSPECTORS ATTENDING A PERMITTED SPECIAL EVENT

Liquor Control and Licensing Form LCLB041

## Attention: Special Event Permittee

- This invoice for liquor inspector services is in addition to the fee for your special event permit and must be paid before you obtain your special event permit required for the sale or service of liquor at your event.
- This fee is imposed under the authority of the Liquor Control and Licensing Regulation, Schedule 1 as the general manager has deemed that it is the public interest to assign liquor inspectors to your event.
- The liquor inspector/s assigned to your event will complete Part 2 which sets out the charge for additional inspection services at your event. The inspector will forward the form to you for payment. You must complete Part 1 of this form and follow the instructions in Part 3 for payment.
- If, during your event, it is determined the level of required inspection services should be reduced, a full or partial refund on the pre-paid fees will be given.
- If the application is complete, the Branch will consider your request and you will be notified as to whether your application has been approved. **Note:** Unless you indicate otherwise, you will be notified of the decision by e-mail.
- In most cases, a liquor inspector will have been working with you in the planning stages for your event and will have discussed these fees with you during that process. However, if an inspector attends your event and believes there is a need for additional inspection services this additional fee may be imposed as soon as practicable after that determination is made.
- If you do not pay this fee, the permit will not be issued. If your permit has already been issued and you fail to pay this fee prior to the event, the permit may be cancelled.

## Part 1: Application for Special Event Permit (SEP)

Applicant Name:   
(society, organization, company, etc. applying for the SEP)

Mailing Address:      
Street City Province Postal Code

Official contact for the applicant (permittee) for issues related to your event:

Your name:  Daytime Phone:   
(last / first / middle)

Applicant E-mail:  Your position in organization:

Mailing Address:      
Street City Province Postal Code

## Part 2: Explanation of additional fee for the event

Event Information

From:  To:  Location:   
(date) (city)

Number of Inspectors Assigned

Date: <input type="text"/>	Number of Inspectors: <input type="text"/>	X	<input type="radio"/> Full day (x 1) <input type="radio"/> Half day (x 0.5)	X	\$330 (cost of inspector per day)	=	<input type="text"/>
Date: <input type="text"/>	Number of Inspectors: <input type="text"/>	X	<input type="radio"/> Full day (x 1) <input type="radio"/> Half day (x 0.5)	X	\$330 (cost of inspector per day)	=	<input type="text"/>
Date: <input type="text"/>	Number of Inspectors: <input type="text"/>	X	<input type="radio"/> Full day (x 1) <input type="radio"/> Half day (x 0.5)	X	\$330 (cost of inspector per day)	=	<input type="text"/>
Date: <input type="text"/>	Number of Inspectors: <input type="text"/>	X	<input type="radio"/> Full day (x 1) <input type="radio"/> Half day (x 0.5)	X	\$330 (cost of inspector per day)	=	<input type="text"/>
<b>Total additional fee for inspector services</b>						=	<input type="text"/>

Travel expenses per inspector (BC government Treasury Board travel rates)

Date:	<input type="text"/>	Transportation:	<input type="text"/>	Meals:	<input type="text"/>	Accommodation:	<input type="text"/>	Date Total:	<input type="text"/>
Date:	<input type="text"/>	Transportation:	<input type="text"/>	Meals:	<input type="text"/>	Accommodation:	<input type="text"/>	Date Total:	<input type="text"/>
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Date:	<input type="text"/>	Transportation:	<input type="text"/>	Meals:	<input type="text"/>	Accommodation:	<input type="text"/>	Date Total:	<input type="text"/>

**Total travel expenses =**

**Final Total - amount due in addition to the Special Event Permit fee =**

For all enquiries about this invoice, contact:

(Name of liquor inspector)

Phone number

or

Email address

**Part 3: Application Fees - Payment Options**

**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.

**Note:** To ensure legibility, this application and supporting material cannot be faxed to the branch.

The information requested on this form is collected by the Liquor Control and Licensing Branch under Section 26 (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: \_\_\_\_\_