



INSTRUCTIONS:

This package is for government stores only and contains three sections:

Section 1: The Application Checklist lists the required documents you must submit with your application in order for it to be considered by the Branch.

Section 2: The Application Guide explains common terms used in the checklist and application form.

Section 3: The Application Form requests required information.

Section 1: Application Checklist

The following documents must be submitted in the format specified in Section 2 for the LCLB to accurately assess whether your site meets the 1 km distance criteria:

- 1. Scaled site plan
- 2. Photographs showing the proposed site
- 3. Grocery Store Declaration (LCLB090) only if your proposed BCLS site is located within a grocery store.
- 4. Complete application form

Section 2: Application Guide

Distance Criteria

Your proposed BCLS must be at least 1 km away from any existing or proposed BCLS or LRS. The distance is measured from the front door to the front door of each establishment as the crow flies. The front door is the main entrance to the establishment regardless of whether the location is in a mall, grocery store or free-standing building.

A list of the LRS and BCLS locations is available online at www.gov.bc.ca/liquorregulationandlicensing

If your proposed site falls within 1 km of another approved location, your site may meet the requirements if the location meets one of the prescribed circumstances noted in Liquor Control and Licensing Regulation 14(6). You are responsible for explaining how your site meets those circumstances. Your application will be considered incomplete if your explanation does not contain enough information. You will receive notification if the Branch determines that your proposed site is not compliant with the 1 km distance criteria.

Site Plan

A scaled site plan must show the following:

- location of the front entrance door of the proposed BCLS establishment
- any other buildings/businesses around the proposed BCLS establishment and the entrances to those buildings
- any relevant street names

For example, if your proposed BCLS is to be located in a strip mall a site plan must detail the strip mall including the other stores, the front entrance door of the proposed BCLS location, the parking lot, the closest road or intersection.

If your proposed BCLS is located in a new development, the site plan must detail the other buildings in the development, the front entrance door of the proposed BCLS location, the closest road or intersection.

Photographs

A minimum of four current (within 90 days) photographs of the proposed BCLS site, one facing each side of the building/property. Photos need to be current. Pictures from internet sites are not accepted as they may be out of date or do not provide adequate detail.

Grocery Store Declaration

The grocery store declaration must be completed by the grocery store owner if your proposed BCLS site will be located in a grocery store. A grocery store is defined as:

- Primarily engaged in retailing a general line of foods, including canned, dry and frozen food, fresh fruits and vegetables, fresh and prepared meats, fish and poultry, dairy products, baked products and snack foods, and non-liquor beverages, intended for human consumption
- At least 10,000 square feet, including storage
- To maintain eligibility, these conditions must continue to be met, along with the following additional requirements: that the sales revenue from food and non-liquor beverages:
 - Totals at least 70% of non-liquor sales, and
 - Totals at least 50% of all sales, including liquor sales from a retailer located in the grocery store.

Application Form

Complete all fields:

- Parcel Identifier (PID) for your proposed site can be found on the property tax notice or from the Land Titles office.
- The declaration must be signed by a representative of LDB and serves to confirm that LDB has valid interest in the proposed site as shown by one of the following:
 - Certificate of Title or offer/option to purchase the property, or
 - A fully executed lease, or an assignment or offer of lease, which does not expire for at least 12 months.

This information does not need to be submitted with your application but should be available if requested by the LCLB.

Section 3: BCLS Application for Site Assessment

This request is to be completed by a representative of a Government Liquor Store only.

1. Before completing this application, confirm your proposed BCLS location is at least 1km from any existing or proposed LRS location and any existing or proposed BCLS location. For further information about the distance criteria, see Section 2 of the application package.
2. Review the attached checklist and guide (Sections 1 and 2) explaining the requirements for a complete application package.
3. Submit a completed application package to the Branch by email, fax or mail/courier.

Part 1: Application Contact Information

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

Name: Phone number:

Fax number: E-mail address:

Part 2: Current BCLS Information (if applicable)

Store Name:

Physical address:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street	City	Province	Postal Code

Part 3: Proposed BCLS Information

Store Name (if new): Store #:

Proposed Physical Address of BCLS:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street	City	Province	Postal Code

Property Identifier Number (PID) of Proposed Site:

Is the proposed site located within a grocery store? Yes No

If yes, provide the name of the grocery store:

Note: The grocery store owner must complete form LCLB090.

Part 4: Declaration

I confirm the following:

- The Liquor Distribution Branch has valid interest in the proposed BCLS location (see Section 2)
- All of the information contained in this application is true and complete to the best of my knowledge.

Full Name: Job title:

Signature: _____ Date:
(Day/Month/Year)

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."

Part 6: What Happens Next

The BCLS Site Assessment Process:

1. Complete applications will be assessed to determine whether their proposed site complies with the 1 km distance criteria.
2. If the site is compliant LCLB will issue Site Authorization for a period of 12 months to provide time for construction/renovation of the establishment.
3. When the new location is ready to open LDB will send notification to LCLB, including the date that new location will begin operation, and the date that the previous location will cease to operate (if applicable).

Applicants with incomplete application will be advised in writing what information is required to complete their application. Applicants will be given 30 days to provide a complete application. Your application will only be assessed for the 1 km distance criteria when all outstanding requirements have been submitted. All applications will be reviewed in date order.

If you have any questions about this form or guide, please contact the Liquor Control and Licensing branch by phone or email. You can submit your request by email, fax or mail.

Email: liquor.licensing@gov.bc.ca

Fax: 250-952-7066

Mail: PO Box 9292 Stn Prov Govt, Victoria BC V8W 9J8

Courier only: 4th Floor, 3350 Douglas St, Victoria BC V8Z 3L1

Help Desk Phone: 1-866-209-2111 or at 250-952-5787 (if calling from Victoria or outside of B.C.)

Help Desk Email: LCLBHelpDesk@gov.bc.ca

Application forms and guides are available from our website at www.gov.bc.ca/liquorregulationandlicensing

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.