



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

LIQUOR PRIMARY CLUB LICENCE: APPLICATION TO TRANSITION TO LIQUOR PRIMARY LICENCE

Liquor Control and Licensing Form LCLB129

Instructions:
 Using the attached guide, complete this application form and assemble all required documents. Once complete, follow instructions for submitting your application package to local government/first nation (LG/FN) and the Liquor Control and Licensing Branch.

Transition Liquor Primary Club to Liquor Primary (LP)

Fee: \$330

Part 1: Establishment

For Office Use Only

Licensee/Applicant:

Job # (C3) _____

Establishment Name:

LP Club Licence #:

Proposed Establishment Name:
(if applicable)

Establishment Address:
Street City Province Postal Code

Parcel Identifier (PID):

If a zoning change is required, please indicate the status of your application:

Phone number: E-mail:

Mailing Address:
Street City Province Postal Code

Part 2: Contact Person

Name: Position:

Telephone: E-mail:

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

Part 3: Change to Hours of Liquor Service

For Office Use Only

- Request change to hours of liquor service within the hours currently approved **Fee: \$220**
 - Request change to hours of liquor service outside of the hours currently approved* **Fee: \$330**
- *a resolution from LG/FN is required - LG/FN must complete part 6 of this form.

Job # _____
C4: No Cap Ch/C3: Cap Ch

Complete the table below, indicating the proposed hours of liquor service:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Closed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 4: Structural Change to Licensed Service Area(s)

Office Use Only

Job # _____

C4: No Cap Ch/C3: Cap Ch

- Change(s) to existing licensed service area(s) **Fee: \$400**
- Addition of new patio* **Fee: \$440**

Describe the proposed changes to your licensed service area(s):

The proposed alterations will result in the total overall occupant load of your establishment:

- Increasing* to: Decreasing to: Remaining the same:
- persons
 persons
 persons

*A resolution from your LG/FN is required if there is an increase in the total occupant load and/or if there is an addition of a new patio. LG/FN must complete Part 6 of this form.

Part 5: Checklist

- Letter of Intent. See Appendix I (page 5 of the guide) for information required in letter.
- Proposed Signage, if proposing an establishment name change (see page of 3 guide)
- Provide two copies of floor plans showing the existing licensed and proposed changes (if applying for a structural change) service area(s): one 8.5" x 11" and one 11" x 17". Plans must be stamped with an occupant load by local government building or fire authorities.

*See Appendix II (page 7 of the guide) for floor plan and occupant load requirements.

If applying for a structural change to add a patio also provide the following:

- Provide the height and composition of the patio perimeter or bounding that is designed to control patron entry/exit (i.e. railings, fencing, planters, hedging, etc.):

- Describe the location of the patio in relationship to the licensed interior. The patio should be immediately adjacent or contiguous to the interior licensed service area.

- Describe how staff will manage and control the patio from the interior licensed service area.

- Will the patio have a fixed or portable liquor service bar or will liquor be served from the interior service bar?

- Do servers have to carry liquor through any unlicensed areas to get to the patio? Explain:

Note: Patios on grass, earth or gravel require a permit from the local Health Authority. Sidewalk patios require a permit from LG/FN.

Part 6: Local Government / First Nation (LG/FN) Confirm Receipt of Application

This section is to be filled out by the LG/FN prior to submitting this application to the Branch.

Local government/First Nation (name):

Name of Official:

(last / first / middle)

Title/Position:

Email:

Phone:

Date Received:

(Day/Month/Year)

Signature of Official: _____

Check here if LG/FN will not be providing comment: Yes, opting out of comment

Note: The LG/FN cannot provide comment for their own application.

Is this establishment on Treaty First Nation land? Yes No

Instructions for Local Government/First Nation (LG/FN)

This serves as notice that an application to transition a LP Club to a LP liquor licence is being made within your community. The Branch requests that you consider this application (application form, letter of intent, and floor plan) and provide the Branch with resolution within 90 days of the above received date. Alternatively, LG/FN can delegate staff with the authority to provide comment.

- The applicant will bring their completed application form and floor plan to LG/FN.
- If there are any major issues (e.g. bylaws), LG/FN may hold off signing the application until the issues are resolved or they have a plan to deal with the issues.
- When LG/FN is comfortable with the application proceeding, LG/FN staff will sign above and return it to the applicant. LG/FN will keep a copy of the signed application form and all supporting documents.
- The applicant will submit the signed application package (with all required documents) to the Branch.

To provide a resolution or comment:

- Gather public input for the community in the immediate vicinity of the proposed endorsement service area(s).
- Consider these factors which must be taken into account when providing resolution/comment:
 - The location of the establishment.
 - The person capacity and hours of liquor service of the establishment.
- Provide a resolution/comment with comments on:
 - The impact of noise on nearby residents.
 - The impact on the community if the application is approved.
 - The view of residents and a description of the method used to gather views.
 - The LG/FN recommendations (including whether or not the application be approved) and the reasons on which they are based.
- Provide any reports that are referenced in, or used to determine, the resolution/comment.
- If more than 90 days is required, provide a written request for extension to the Branch.
- If LG/FN opts out, or is the applicant, the Branch will gather public input and contact LG/FN staff for information to assist the Branch in considering the regulatory criteria.

If you have any questions, or the establishment is located on Treaty First Nation land, please call the Branch toll-free at 1-866-209-2111.

Part 7: Declaration

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:

(last / first / middle)

Position:

(if not an individual)

Date:

(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 8: Application Fees (Non-refundable)

- \$330 Transition to LP Licence
- \$220 Change of Hours (within the hours currently approved)
- \$330 Change of Hours (outside of the hours currently approved)
- \$440 Structural Change to existing Licensed Area(s)
- \$440 Structural Change to Add Patio

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.

Part 9: Submit Application Package

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

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: _____