

Date: October 20, 2016

To: All LCLB Staff  
All licensees  
All industry associations  
All local government, First Nations and police agencies

**Re: Special Event Permit (formerly Special Occasion Licence) policy changes**

**Please note: These policy changes will come into effect on January 23, 2017**

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## **1. Special Event Permits**

The former Special Occasion Licence is now called a Special Event Permit to reflect the new language used in the Act.

### **Explanation**

The terminology has been updated because permits are temporary in nature and licences are permanent.

## **2. Update the conditions for a Special Occasion Licence (now a Special Event Permit)**

### **Current Policy**

A Special Occasion Licence (SOL) for a charity concert or event is only available to non-profit organizations. An SOL must not be issued for the primary purpose of making a profit unless the funds raised go to charity. The general manager has established a cost-recovery price list for the sale of liquor to ensure organizers can cover their costs. If drinks are charged above the cost-recovery price list, all profits must go to a charitable purpose.

### **New Policy**

Businesses can now also apply for a Special Event Permit (SEP) to raise funds for charity. An SEP must not be issued for the primary purpose of making a profit unless the funds raised go to a charitable purpose.

The general manager has established a cost-recovery price list for the sale of liquor to ensure organizers can cover their costs. If drinks are charged above the cost-recovery price list, all profits must go to a charitable purpose.

Businesses and non-profit organizations must now identify which non-profit organization, and their charitable purposes, will receive the profits if they charge above the cost-recovery price list.

Permit holders who charge above the cost-recovery price list now have a time limit of 60 days after the permit expires to provide a revenue report to the branch stating their profits and proof that the profits have been donated to a charitable purpose.

Permit holders must now also keep records relating to the permit for two years after it expires.

Business permit holders must provide a business number issued by the Canada Revenue Agency.

### **Explanation**

The current policy has led to situations where non-profit organizations have applied for an SOL for a charity concert or event that is managed by a business or promoter, but the non-profit organization is still legally responsible for the event.

### **3. Special Occasion Licensees (now Special Event Permittees) can limit product selection and have agreements with a manufacturer**

#### **Current Policy**

Special Occasion Licensees are prohibited from having an agreement with a manufacturer to sell only one or more specific brands of liquor. They are required to serve a selection of liquor from a variety of manufacturers at their events.

#### **New Policy**

Special Event Permit (SEP) holders may now enter into exclusivity agreements with liquor manufacturers to sell specific brands at charitable SEP events. These SEP holders are no longer required to sell a selection of liquor from a variety of manufacturers at their events.

#### **Explanation**

This policy change only applies to SEPs because they are temporary in nature, and the events are in support of charitable activities.

### **4. Allow Special Occasion Licensees (now Special Event Permittees) to keep leftover liquor**

#### **Current Policy**

The licensee is responsible for ensuring all unopened liquor leftover after a special occasion is returned to the store. Excess liquor, whether it has been opened or not, cannot be stored for the next event or claimed for personal use.

#### **New Policy**

The permittee is not required to return liquor left over after a special event. However, the leftover liquor, whether it has been opened or not, cannot be resold, used for another event, or used under a different licence or permit.

#### **Explanation**

This provides flexibility for permittees to take home or give away leftover liquor at the end of an event (such as a wedding), as long as the liquor is not being kept for use at a future event.

### **5. Allow non-residents and non-citizens to apply for a special event permit**

#### **Current Policy**

Only B.C. residents, Canadian citizens and permanent residents may apply for a special occasion licence. Others who want a special occasion licence may apply and request an exemption to this policy.

#### **New Policy**

Anyone can now apply for a special event permit, as there is no longer a residency or citizenship requirement.

**Further Information**

Further information regarding liquor control and licensing in British Columbia is available on the Liquor Control and Licensing Branch website at <http://www.gov.bc.ca/liquorregulationandlicensing>. If you have any questions regarding these changes, please contact the Liquor Control and Licensing Branch toll free in Canada at 1-866-209-2111 or 250 952-5787 if calling from the Victoria area.

*Original signed by*

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Assistant Deputy Minister and General Manager