



Information for Licensees

If you have any questions about this document, please contact the Liquor and Cannabis Regulation Branch toll-free at 1 866-209-2111, or email LCRBLiquor@gov.bc.ca.

As a liquor licensee, you must have the following items available at all times:

- **Liquor licence** – This must be displayed in a prominent location in the service area.
- **Floor plan** – This must be the approved floor plan issued by the Liquor and Cannabis Regulation Branch. It should be printed in colour and legible.
- **Alcohol Sense materials** – You must display at least one social responsibility poster or tent card in a prominent location in the service area. These are provided at no charge by the Liquor and Cannabis Regulation Branch.
- **A list of liquor prices and quantities including:**
 - The types of liquor you sell,
 - The amount of liquor in each drink (in fluid ounces or millilitres),
 - The price, including any drink specials you are currently offering.
- **Serving It Right** – You must provide a complete record of all staff with Serving It Right. The record must include the first and last name of the individual, the Serving It Right Certificate number and the expiry date. Only staff with the Serving It Right certification are permitted to serve liquor in your establishment.
- **Incident log** – You must record all incidents in an incident log. Examples of incidents include refusing entry to a person, an injury or fight on premises, and incidents where police or ambulance were called. The incident log must record the date, time, description of the event, the parties involved, action taken and relevant sales records.
- **Liquor Register** – This is a record of all your liquor purchase receipts to account for all liquor currently in your establishment. You should keep liquor invoices and receipts separate from other purchase receipts and keep them in chronological order. Copies are acceptable.
 - All liquor must be purchased from BC government liquor stores, the Liquor Distribution Branch or from a licenced brewery, winery or distillery. You must not purchase liquor from a private liquor store. Personal liquor or liquor belonging to your customers must not be kept in your establishment.

You must store all documents on site and have them accessible at all times for inspection.

Reminder – If you do not check identification and serve or sell liquor to a minor, you may face a penalty of \$7,000 or more. The Liquor and Cannabis Regulation Branch hires minors (under 19 years of age) who may come to your establishment and attempt to buy liquor, to test your identification process.



Please note, this document does not contain all the information you are required to know. You must read your liquor licence as well as the Terms and Conditions handbooks on our website at <http://www.gov.bc.ca/liquorregulationandlicensing>