

INSTRUCTIONS

Assemble all required documents and upload them at: <https://justice.gov.bc.ca/lcrb>. Forms are available for download on the [website](#).

After the documents have been submitted, the Liquor and Cannabis Regulation Branch (LCRB) may contact the applicant for additional information or documents.

DOCUMENT CHECKLIST

A retail store licence applicant that is a society must provide the LCRB with the following completed documents. Failing to include them will delay the application process.

All documents must be clear and legible. Unless otherwise indicated, all documents must be submitted in high-quality PDF format.

Application Form

A completed "Retail Store Licence Application: Society" form (this application form)

Documents Related to the Proposed Store

A copy of the offer to purchase, lease, or sub-lease the proposed store location. This document is required unless the applicant currently owns or leases the store location.

OR

A copy of the lease, sub-lease, or proof of ownership of the proposed store location (if available at the time the application is submitted)
This documentation is not required to be submitted as part of the application package. However, it will be required before the licence is issued
Leases or other arrangements must not expire for at least 12 months from the date the licence is issued

Photos or renderings of the store's exterior (.jpg, .gif, .png)

Must show that cannabis is not visible from outside the store

If submitting photos, the photos must be taken specifically for the purpose of the application (not general/stock images) and must be no more than six months old

If submitting renderings, renderings may be either printed or hand-drawn (as long as they are legible)

Photos or renderings of the store's signage (.jpg, .gif, .png)

The signage submitted must show the name of the store and all words, images and symbols used in the signage

Signage must not contain any pictures, images or symbols that imply the sale of medical cannabis (e.g. a green cross)

If submitting renderings, renderings may be either printed or hand-drawn (as long as they are legible)

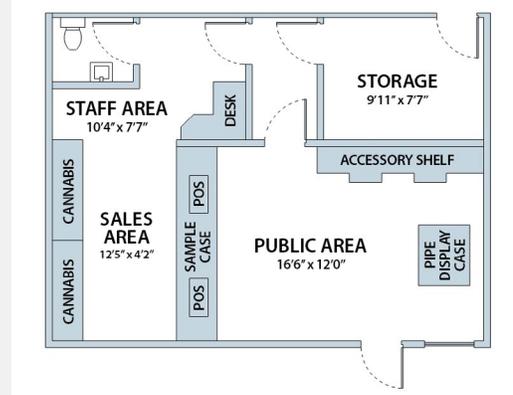
Floor Plan(s)

*A **floor plan** is a document, showing a view from above, of the dimensions and relationships between rooms, spaces and other physical features on each floor of a structure. The document must measure at least 8.5" x 11" (standard letter size). A floor plan for each level of the establishment must be submitted if the proposed establishment has more than one level. Either a hand-drawn or computer-generated plan is acceptable, as long as the plan is drawn to scale and is clear and legible. A floor plan must not be submitted on graph paper or paper with gridlines.*

Floor plan(s) - Continued

The floor plan must be submitted at the time of application and it must identify the proposed non-medical cannabis retail area(s) plus the following interior features of the establishment:

- Each room or area labeled with its intended use and dimensions;
- Washrooms, stairs and elevators;
- Entrances and exits (including those used by staff only);
- Cannabis storage areas;
- Sales counter and cash register locations;
- Furniture and fixture layout (e.g. shelves, display cases); and
- Identify the security system and other physical security features that secure the store.



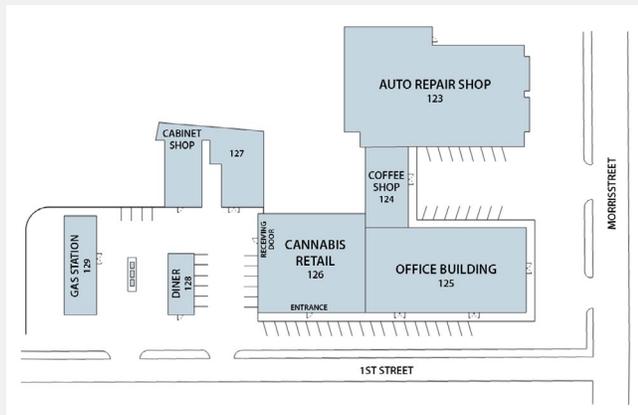
Example of floor plan

Site Plan(s)

A **site plan** is a document showing any existing and proposed building footprints, pathways of travel, parking, and landscaping elements, and the surrounding area. The document must measure at least 8.5" x 11" (standard letter size). Either a hand-drawn or computer-generated plan is acceptable, as long as the plan is drawn to scale and is clear and legible. A site plan must not be submitted on graph paper or paper with gridlines.

The site plan must include the proposed store footprint and a representation of any interior or exterior spaces surrounding the store, including:

- The location of any other buildings/businesses on the same site, each building footprint, type of businesses (e.g. federal cannabis cultivation site, gas station, office building) and building names, and their entrances and exits;
- A description of the type of separation proposed (for any adjoining businesses);
- Road access and exits, including any relevant street names; and
- Parking lots.



Example of site plan

If the proposed store is located inside a building with other businesses (e.g. a mall), submit **two** site plans:

- One site plan showing location of any other buildings/businesses on the same site, including:
 - Each building footprint, building name and a list of businesses operating inside the building
 - Road access and exits, including any relevant street names, and
 - Parking lots
- A second site plan showing the location of the proposed store inside the building's footprint, including:
 - All entrances and exits for the building
 - The location, name and type of businesses operating inside the building
 - The store footprint with all entrances and exits for the store, and
 - A description of the type of separation proposed for any business adjoining the proposed store

Full height walls are required for separation and no connecting doors between the retail store and the neighbouring business are permitted.

The retail store may share a vestibule with another type of business (e.g. a liquor store or grocery store) provided each business has its own controlled entrance within the vestibule. The retail store cannot share a vestibule with a business that would be contrary to public interest (i.e. business aimed at minors or a liquor consumption business).

Documents Related to the Society Applying for the Licence

Statement of Directors and Registered Office

Document of organization structure showing the society's business relationships:

Must include all parent companies, holding companies, subsidiaries and partnerships

For each company, include:

- *Company name*
- *Relationship to the society applying for the licence (e.g. subsidiary)*
- *Percentage of ownership in the society applying for the licence*

Financial Documents

Completed *Business Financial Integrity* form

Privacy Collection Notice

The information requested on this form is collected by the Liquor and Cannabis Regulation Branch under Sections 26 (a) and (c) of the Freedom of Information and Protection of Privacy Act for the purpose of cannabis licensing, compliance and enforcement matters in accordance with the Cannabis 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.