



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: 250-952-5787 Fax: 250-952-7066

LIQUOR PRIMARY LICENCE APPLICATION FORM

Liquor Control and Licensing Form LCLB001

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 and the Liquor Control and Licensing Branch.

Part 1: Type of Application

New Liquor Primary Club New Liquor Primary

Office use only

Job No. _____

Identify Establishment Type: _____

Part 2: Applicant

Applicant Name: _____

Business Number: _____

Mailing Address: _____

If different than location address.

Street

City

Province

Postal Code

Contact Person: _____

Applicant Type:

Sole Proprietor/Individual

Partnership

Private Corporation

Public Corporation

Society

Other: _____

2a. Do you or any individual associated with this application have a tied house association (see page 3 of the guide) with a manufacturer or agent? No Yes

*If yes, identify each licence number(s). Attach a separate list if needed.

Please check (✓) Yes or No to each of the following:

No Yes The applicant is the owner of the business in respect of which the licence is to be issued or will become the owner before the licence is issued.

No Yes At the time of application, the applicant is:

- The owner of or has an agreement to purchase the place or premises that will form the proposed establishment, or
- The lessee or has a binding offer to lease the place or premises that will form the proposed establishment.

No Yes At the time the licence is issued, the applicant will be:

- The owner of the place or premises that forms the establishment, or
- The lessee of the place or premises that forms the establishment (term no less than 12 months).

Part 3: Contact Person

Name: _____

Position: _____

Email: _____

Phone: _____

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

Part 4: Establishment

4a. Proposed Name: _____

4b. Physical Address: _____

Street

City

Postal Code

Phone: _____

Business Email: _____

4c. Parcel Identifier (PID):

4d. Local Government/First Nation:

4e. Local Police:

4f. Is this location zoned for liquor service? No Yes

4g. If the LP licence is issued, would you like mail sent to the establishment? No Yes

4h. Will this establishment overlap a food primary licence (aka dual licence)? No Yes

4i. Is your establishment a standalone patio with no interior seating? No Yes

Part 5: Establishment Proposal

This section requires several supporting documents to be submitted with your application. Please see page 3 of this form for more information regarding letter of Intent, floor plans and site plan.

5a. Proposed Service Areas:

Complete the following based on your establishment floor plan and occupant load (see page 6 of guide):

Area No.	Floor Level (e.g. Basement, Main, 2nd)	Indoor	Outdoor	Occupant Load
1.				
2.				
3.				
4.				
5.				
Total Occupant Load (of all licensed areas):				

5b. Hours of Liquor Service:

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

Part 6: Declaration of Signing Authority

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 applicant or authorized signatory of the applicant, I understand and affirm that all of the information provided is true and complete.

Signature: _____
Authorized signatory of the applicant

Name:
(last / first / middle)

Position:
(if not an individual)

Date:
(Day/Month/Year)

Note: An agent, lawyer, licensee representative or third party operator may not sign the declaration on behalf of the applicant.

This form should be signed by an individual with the authority to bind the applicant. The Branch relies on the applicant to ensure that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:

- If the applicant is an individual or sole proprietor, the individual himself/herself
- If the applicant is a corporation, a duly authorized signatory who will usually be an officer or, in some cases, a director
- If the applicant is a general partnership, one of the partners
- If the applicant is a limited partnership, the general partner of the partnership
- If the applicant is a society, then a director or a senior manager (as defined in the *Societies Act*)

Part 7: Checklist

Your application package must include the following documents. An incomplete application will delay the licensing process.

- Completed Liquor Primary Licence Application (this form).
- Letter of Intent (see pages 5 & 6 of the guide).
- Floor Plan (2 copies) preferably with occupant load (see page 6 & 7 of the guide).
- Site Map that shows the location of your proposed establishment, all features of the property, parking and road access. Identify any other liquor licences and businesses operating at the same site.
- Applicant documents based on applicant type (see pages 7 & 8 of the guide). Including:
 - Personal History Summary form (LCLB004).
 - Copy of Criminal Record Search completed by local RCMP/Police Detachment.
 - Corporate documents as needed based on applicant type.
- Proposed Signage (see page 9 of the guide).
- Golf Courses and Vessels: additional documents listed on pages 9 of the guide.
- Family Food Service, if applicable (see Appendix I on page 10 of the guide).
- Patio(s), if applicable (see Appendix II on page 11 of the guide).
- Any additional information (labelled per question number on application form) if there is not sufficient space to answer a question on the application form.
- Take your application form, letter of intent and floor plan to Local Government/First Nation (Part 8 below).
- After Part 8 is completed, submit your application package to the Branch (Parts 9 and 10 below).

Part 8: Local Government/First Nation (LG/FN) Confirmation of Receipt of Application

This is to be filled out by your local government/First Nation office prior to submitting this application to the branch.

Local government/First Nation (name):

Name of official: Title/Position:

Email: Phone:

Signature of Official: _____ Date Received:

Check here if the 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 located on Treaty First Nation land? No Yes

Is a zoning amendment required for the proposed site? No Yes

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

This serves as notice that an application for a new 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 a 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 LP application form, letter of intent and floor plan to LG/FN.
- If there are any major issues (e.g. zoning), 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 Part 8 of the application form and return it to the applicant. LG/FN will keep a copy of the signed application form and 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 within the immediate vicinity of the establishment.
- 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 views 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 to speak to the Senior Licensing Analyst.

Part 9: Submit Application Package

Once signed by local government/First Nation, submit your complete application package to:

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

If you have any questions, contact us toll-free at 866-209-2111 and ask to speak to the Senior Licensing Analyst for your geographic area. Or email us at liquor.licensing@gov.bc.ca or visit our website for more information: www.gov.bc.ca/liquorregulationandlicensing

Part 10: Application Fee \$2,200 (non-refundable)

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 fax or mail and have given my credit information in the space provided at the bottom of the page.

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: _____