



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

# CATERING LICENCE APPLICATION

Liquor Control and Licensing Form LCLB006

**Instructions:**

- You may complete this form one of two ways: 1) at your computer, then print or 2) by hand - print clearly using dark ink
- If you have any questions about completing this application, call the Branch toll-free at: 1-866-209-2111
- Allow 4 to 6 weeks for LCLB to review and process your application.
- LCLB forms and supporting materials can be found at: [www.gov.bc.ca/liquorregulationandlicensing](http://www.gov.bc.ca/liquorregulationandlicensing)

**Part 1: Application Contact Information**

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

Name:  Phone number:

Fax number:  E-mail address:

**Part 2: Applicant Information (Legal Entity)**

Office use only

Job No. (new)

Name:

Mailing address:      
(All correspondence will go to this address) Street City Province Postal Code

Phone number:  Business Number\*:

Fax:  E-mail:

The applicant authorizes its shareholder, director or partner below to be the primary contact for the licence, if approved.

Contact Name:  Phone:

**\*Note:** Prior to licensing, applicants must have a Canada Revenue Agency issued Business Number in place in the legal name of the applicant for the liquor licence. This is the first 9 digits of your 15 digit GST/HST registration number. If you don't have a GST/HST registration number, you can apply for one through the Canada Revenue Agency at <http://www.cra-arc.gc.ca>.

Do you or any of your shareholders currently hold, have held, or have previously applied for a British Columbia liquor licence? Please check (☑) one:

- No, I do not currently hold - and have never held or applied for - a British Columbia liquor licence.
- Yes, I currently hold a British Columbia liquor licence, or I have held or applied for one in the past. If Yes, provide details of current or previous licence(s) or previous applications (date held, licence #(s), location, type of licence and name of establishment(s) or business(es)) :

Do you hold a Rural Agency Store Appointment? Please check (☑) one:

- No, I do not currently hold a Rural Agency Store Appointment.
- Yes, I currently hold a Rural Agency Store Appointment.

Do you, or any of your shareholders, have any connection, financial or otherwise, direct or indirect, with a distillery, brewery or winery? Please check (☑) one:

- No, I do not have any connection, financial or otherwise, directly or indirectly, with a distillery, brewery or winery.
- Yes, I acknowledge a connection, financial or otherwise, directly or indirectly, with a distillery, brewery or winery. If Yes, provide details:

**Note:** An authorized signing authority of an applicant can appoint a representative to interact with the branch on their behalf by completing form LCLB101 *Add, Change or Remove Licensee Representative*

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: Type of Business

There are six types of businesses identified here. Choose (☑) the type of business used to operate your restaurant. Beneath the type of business you indicate are a list of documents to submit with this application.

Society

The society's annual membership fee is: \$  The society has  members.

The following documents are required and must be attached to this application:

- Current list of officers and directors,

Plus, all directors must submit:

- A completed Personal History Summary (LCLB004) form and required documents as noted on form including a copy of your Criminal Record Search completed by your local RCMP/Police Detachment (see LCLB web page Criminal Record Search for more information)

Partnership

Please check (☑) if you are a  Registered Partnership or a  Non-Registered Partnership

List partners in the space provided below:

Partner 1: Percentage of Ownership:  Legal Name:

Partner 2: Percentage of Ownership:  Legal Name:

Partner 3: Percentage of Ownership:  Legal Name:

Partner 4: Percentage of Ownership:  Legal Name:

If there are more than four partners, provide same information for other partners on separate sheet and attach. If one or more of the partners are a private corporation, a public corporation or a society, submit all the documents listed under that business type with this application.

Plus, each partner (individual) must submit:

- A completed Personal History Summary (LCLB004) form and required documents as noted on form including a copy of your Criminal Record Search completed by your local RCMP/Police Detachment (see LCLB web page Criminal Record Search for more information)

Private Corporation

The following documents are required for this type of business and must be submitted with this application:

- Central Securities Register,
- Notice of Articles, and
- Special Rights and Restrictions within the articles of incorporation that detail the class and types of shares and whether or not each class or type of share has voting privileges (if the information is not already included in the Notice of Articles).

And, if one of the shareholders is a private corporation, a public corporation, a society or a partnership, submit all the documents listed under that business type.

Plus, all shareholders (individuals) holding 10% or greater interest in the applicant corporation must submit all the documents listed:

- A completed Personal History Summary (LCLB004) form and required documents as noted on form including a copy of your Criminal Record Search completed by your local RCMP/Police Detachment (see LCLB web page Criminal Record Search for more information)

**Note:** Shareholders (individuals) holding less than 10% interest in the applicant corporation must provide their full legal name and date of birth in the space provided below or on a separate sheet of paper.

Sole Proprietorship

The sole proprietor must submit the following documents with this application:

A completed Personal History Summary (LCLB004) form and required documents as noted on form including a copy of your Criminal Record Search completed by your local RCMP/Police Detachment (see LCLB web page Criminal Record Search for more information)

Public Corporation

Check box () if your shares are publicly traded:

The following documents are required for this type of business and must be submitted with this application:

List of Directors and Officers.

Plus, all directors must submit:

A completed Personal History Summary (LCLB004) form and required documents as noted on form including a copy of your Criminal Record Search completed by your local RCMP/Police Detachment (see LCLB web page Criminal Record Search for more information)

Other This includes entities incorporated through Federal or Provincial legislation. Examples: Local Government, First Nations, colleges, universities, etc. Contact the branch to discuss documentation requirements.

#### Part 4: Business Proposal

**Note:** Signs should not be ordered prior to approval of the business name by the Liquor Control and Licensing Branch.

Proposed business name:

Business

location address:

Street

City

Province

Postal Code

Legal description  
of site:

(Legal description and parcel identifier (PID) or Strata Plan number of the establishment site, found on property tax notice or from Land Titles office)

Business phone:

Business fax:

Business email:

Is there another business being operated at the proposed business location?  No  Yes. If yes, provide details:

**Note:** If a catering licence is approved, the licensee must notify LCLB of all catered events (except in private residences) using OneStop ([www.bcbusinessregistry.ca](http://www.bcbusinessregistry.ca)). Some events may require approval from LCLB before the catered event can take place. Further information about how to notify LCLB will be provided by your local liquor inspector when they complete their final inspection.

#### Part 5: Additional Requirements and Information

Signage: provide a sketch of the proposed business signage. Signs and business name are subject to LCLB approval

Third party operator:

If you are intending to have a third party operator run your business on your behalf, complete Third Party Operator Application (LCLB026) and submit completed application with your application for a new catering licence.

Ships:

If your proposed catering licence is located on a ship, you must provide in addition to the above:

- Proof from Transport Canada that the crew and captain hold the appropriate certification under the Canada Shipping Act, 2001.
- Proof from Transport Canada that the ship is registered and complies with the requirements under that Act.
- Proof of a moorage contract for at least 12 months from the date the liquor licence is issued, or proof that you own where the ship is moored.
- A floor plan, which must show public access areas, kitchen/food services area and washroom facilities.

Establishment requirements: At the time of final inspection, the liquor inspector will confirm that your business location meets the requirements of a catering licence by verifying the following eligibility requirements:

- The primary business of the applicant is the preparation and serving of food.
- The applicant has the personnel and infrastructure necessary to prepare and serve food at events hosted by others. This includes a requirement to have a full commercial kitchen at the applicant's business location.

If at the time of final inspection the liquor inspector is not satisfied with your kitchen equipment, food selection, advertising and staffing, you may be required to make changes and schedule a second (2<sup>nd</sup>) inspection to confirm you meet the requirements of a catering licence. A fee of \$200 will be charged if a second (2<sup>nd</sup>) inspection is required

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**Part 6: Declaration of Signing Authority Including Valid Interest**

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*)

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**Part 7: Application Fee - \$475.00 (non refundable)**

**Note:** At the conclusion of your inspection, a \$475 licence fee is required for the first year of licensing. This fee must be received prior to issuing final licence approval.

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.

**Note:** Your complete application package must contain this application form with responses in all the applicable fields, all the required documentation and the full fee. If your application is submitted incomplete, it will cause a delay in processing your application and, therefore, your ability to sell liquor.

**Part 8: Is your Application Package Complete?**

**Note:** An application must be complete before it can be processed.

Please ensure you have enclosed the following:

- Completed signed new catering application.
- Application fee for new catering application (see Part 7).
- Criminal Record Search completed by your local RCMP/Police Detachment (see LCLB web page Criminal Record Search for more information)
- Completed Personal History Summary (LCLB004) forms for all required individuals.
- Statutory Declaration, if instructed on the Personal History Summary (LCLB004) form
- Driver's abstract (driving record), if instructed on the Personal History Summary (LCLB004) form
- A legible copy of primary proof of identity for each of the above individuals. Acceptable photo identification includes a driver's licence from a Canadian jurisdiction, passport or BCID card.
- Relevant business documents as identified in Part 3 of this application form. These documents will vary according to applicant type: public corporation, private corporation, partnership, sole proprietorship, society or other.
- A sketch of proposed business signage. Signs and business name are subject to LCLB approval.

In addition have you:

- Applied for or provided a CRA (Federal) Business number (9 digits).
- Obtained required Serving it Right certification.

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: \_\_\_\_\_

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## Part 9: What Happens Next?

1. You must submit a complete application package and fee to Victoria Liquor Control and Licensing Branch Head Office.
2. The Liquor Control and Licensing Branch (LCLB) staff will review the application package for completeness and will advise you of any information/documentation required before the application can be considered complete.
3. If the application is incomplete it will be returned to you by mail with a letter identifying the missing document(s). You will be asked to resubmit a completed application within 45 days or the new catering application will be terminated and you will have to re-apply and pay the application fees.
4. When all documents are received, LCLB staff will review the application for eligibility. If application requirements have been met, the applicant will be asked to contact the inspector for an interview/final inspection once construction is fully completed. Before contacting the inspector for the interview/final inspection, the applicant must have the inspector interview letter.

**Note:** The applicant must contact the local area inspector to arrange for a final inspection by the date noted on the letter (30 days from the date on the letter). If the inspector is not contacted to arrange for a final inspection or for an extended time, the application will be terminated.

5. At your final inspection, the inspector will verify that your business location meets the requirements for a catering licence by reviewing the food selection, the kitchen equipment, advertising and staffing resources. If the inspector is not satisfied your business meets the requirements of a catering licence you may be asked to make changes and schedule a second (2nd) inspection to confirm you meet the requirements of a catering licence. A fee of \$200 will be charged if a second (2nd) inspection is required.
6. At the conclusion of your inspection, you will be asked to submit a licence fee to the Victoria Branch of \$475 for your first year of licensing.
7. When Victoria LCLB receives your licence fee and the final inspection report, LCLB will review the information and ensure any outstanding issues are addressed (i.e. does applicant have a valid Business Number (BN9)).
8. When all outstanding issues are addressed, a new licence will be issued from Victoria LCLB and sent by mail to the applicant.