



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

MAILING ADDRESS CHANGE NOTIFICATION ALL LICENCE TYPES

Liquor Control and Licensing Form LCLB033

Instructions:

- Use this form to notify the Liquor Control and Licensing Branch (LCLB) of changes to your establishment mailing address or establishment email address. All renewal notices and renewed licences are sent to the establishment mailing address.
- Complete all fields. You may complete this form online, then print and either mail, fax or email to LCLB (no fee is required). If you have any questions about this form call LCLB toll-free at: 1-866-209-2111.
- Submit this notification by email, fax or mail.
- Ensure each request contains only one licensee and/or one new mailing address

Contact person:
(last / first / middle)

Contact tel. with area code:

Contact email:

Note: The declaration below must be signed by the licensee.

Licensee name:

1. Licence number:

Establishment name [as shown on licence]:

2. Licence number:

Establishment name [as shown on licence]:

3. Licence number:

Establishment name [as shown on licence]:

For additional licences, please attach a separate page.

New mailing address:
Street City Province Postal Code

Current or new establishment telephone:

Effective date of change:

Current or new establishment email:

Would you like a reprint of your liquor licence sent to your new address? Yes No

Office use only	Changed:	Yes	No	
	Establishment mailing address	<input type="checkbox"/>	<input type="checkbox"/>	Completed by: Date:
	Establishment email address	<input type="checkbox"/>	<input type="checkbox"/>	
	Legal entity mailing address	<input type="checkbox"/>	<input type="checkbox"/>	

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

Signature: _____
Authorized signatory of the licensee

Name: Position: Date:
(last / first / middle) (if not an individual) (Day/Month/Year)

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

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

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

If an authorized signatory has completed the *Add, Change or Remove Licensee Representative* form (LCLB101) and they have specifically permitted a licensee representative to sign this form on the licensee's behalf, the branch will accept the licensee representative's signature.

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.