



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

# APPLICATION FOR REINSTATEMENT OF EXPIRED AGENT LICENCE

Liquor Control and Licensing Form LCLB044

## INSTRUCTIONS:

This application is only to be used if you are requesting to renew your Agent licence after the 30-day late renewal period.

- 1) Download and save this form to your computer.
- 2) Complete all fields electronically (or print and complete by hand using dark ink and clear writing.)
- 3) Print and submit this completed form with payment and your completed renewal form to the Branch.

If you have any questions about this application, call the Liquor Control and Licensing Branch toll-free at: 1 866 209-2111.

## Part 1: Licensee information

Licence Number  Licence Expiry Date:

Establishment Name:

Mailing address:      
Street City Province Postal Code

Contact Name:  Title/Position:   
last / first / middle

Phone:  Fax:  Email:

## Part 2: Declaration

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.

## Part 3: Additional Documents and Fees

Submit this form with the late renewal form attached and pay the fees as noted on the late renewal notice.

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.