



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 TO ALLOW MINORS (LIQUOR PRIMARY AND LIQUOR PRIMARY CLUB)

Liquor Control and Licensing Form LCLB045

Instructions:
 Complete all applicable fields then submit with payment as outlined in Part 7 of this form. If you have any questions about completing this application, call Liquor Control and Licensing Branch (LCLB) toll-free at: 1 866 209-2111.

Part 1: Licensee Information

Licensee Name [as shown on licence(s)]:

Establishment Name [as shown on licence(s)]:

Establishment Address:

Street: City:

Province: Postal Code:

Licence #(s) affected:

Contact Name: Title/Position:

Business Tel: Business Fax: Business E-mail:

Business Mailing address (if different from above):

Street: City:

Province: Postal Code:

Part 2: Contact Person

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

Name: Phone number:

E-mail address:

Part 3: Type of Change Requested

Please check (☑) appropriate box(es) below:

Sub- Job Number
Office Use Only

Part 4	<input type="checkbox"/> Minors in Recreation Facilities Term and Condition	(C2-LIC) _____
Part 5	<input type="checkbox"/> Family Foodservice Term and Condition	(C2-LIC) _____

Part 4: Minors in Recreation Facilities Term and Condition

Fee: \$220 per licence

If this application is approved, the terms and conditions of the liquor-primary licence or liquor-primary club licence will be amended to permit minors unaccompanied in the lounge area:

- until 10:00 p.m. when the facility is functioning for recreational purposes on a day-to-day basis.
- after 10:00 p.m. for family-focused events, in which the lounge is not open to the public.
- after 10:00 p.m. to attend award ceremonies if they are associated with the event.

Eligibility: Minors may be permitted in liquor-primary and liquor-primary club licensed areas located in a separate lounge area of a curling club, bowling alley, golf course facility, a recreation facility or a stadium (not including banquet rooms or multi-purpose rooms), provided specific terms and conditions are met.

Please provide the following information:

If you have more than one licensed area, please identify the main lounge area where you would like minors to be permitted. Provide the name of the licensed area as indicated on your posted floor plan. The branch will include a patio that is directly adjacent to the main lounge area.

Main lounge area: Adjacent patio:
(e.g., Person01) (e.g., Patio01)

Please confirm your understanding of gaming policy by checking the applicable boxes below:

- Minors will be prohibited from the establishment when there is adult entertainment or licensed gaming events (except for ticket raffles or bingo events licensed by Gaming Policy Enforcement Branch (GPEB)).
- Sale of lottery products (check one):
 - Lottery products are not offered at my establishment.
 - Lottery products are sold at my establishment and I have contacted British Columbia Lottery Corporation (BCLC) and satisfied BCLC that minors will be restricted from purchasing self-serve lottery products.
 - Sale of tobacco products (check one):
 - Tobacco products are not offered for sale at my establishment.
 - Tobacco products are sold at my establishment and I will meet the Tobacco Control Program of the Ministry of Health requirements by covering tobacco vending machines and tobacco advertising during hours when minors are present.
- I understand that LCLB may share this information with the Ministry of Health, BCLC and GPEB.

In determining whether to permit minors in the liquor-primary establishment, the general manager will take into consideration the compliance history of the licensed establishment. Local government/First Nation comment is not required.

Part 5: Family Foodservice Term and ConditionOffice Use Only
Job No. (C2-Lic)

Fee: \$220 per licence

If this application is approved, the terms and conditions on the LP licence will be amended to permit minors in all licensed areas including banquet halls and other ancillary rooms until 10 pm when accompanied by a parent or guardian.

This term and condition is to provide an option for liquor primary establishments to provide meal service for families. Commercial gaming facilities and establishments primarily in the business of offering adult entertainment to their patrons are not eligible for this term and conditions.

To qualify for the Family Foodservice Term and Condition, the following conditions must be met. Please confirm by checking the boxes below:

- Meal service includes a selection of appetizers and main courses or equivalent.
- Meal service will be available when minors are present in your establishment and prepared in: (check one)
- Kitchen at establishment
 - Kitchen at another establishment located in the same building. If so, please explain below:

- Signage will be posted at all access points stating minors are permitted until 10 PM when accompanied by a parent or guardian.
- Minors will be prohibited from the establishment when there is adult entertainment or licensed gaming events (except for ticket raffles or bingo events licensed by Gaming Policy Enforcement Branch (GPEB)).
- Sale of lottery products (check one):
 - Lottery products are not offered at my establishment.
 - Lottery products are sold at my establishment and I have contacted British Columbia Lottery Corporation (BCLC) and satisfied BCLC that minors will be restricted from purchasing self-serve lottery products.

• Sale of tobacco products (check one):

Tobacco products are not offered for sale at my establishment.

Tobacco products are sold at my establishment and I will meet the Tobacco Control Program of the Ministry of Health requirements by covering tobacco vending machines and tobacco advertising during hours when minors are present.

I understand that LCLB may share this information with the Ministry of Health, BCLC and GPEB.

LCLB Head Office Use Only

Compliance History Report.

Kitchen facility confirmed

Lottery products on site

Tobacco products on site

Comments:

Headquarters: Approved Not Approved Referred to General Manager

Approval authority (print): _____

Approval authority signature: _____ Date: _____

Part 6: 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 7: Application Fees

Total Fee (non-refundable) Submitted: \$

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.

Part 8: 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 or email us at liquor.licensing@gov.bc.ca. Visit our website for more information: www.gov.bc.ca/liquorregulationandlicensing

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: _____