



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

MANUFACTURER ON-SITE STORE, AND/OR PICNIC AREA ENDORSEMENT LICENCE APPLICATION

Liquor Control and Licensing Form LCLB049B

Instructions:
 Complete all applicable fields and submit with the required documentation and payment as outlined in Part 9 of this application form. If you have any questions, call Liquor Control and Licensing Branch (Branch) toll-free at: 1 866 209-2111.

Part 1: Licensee Information

Licence #:

Licensee Name:

Establishment Name:

Establishment Address: Street City Province Postal Code

Mailing Address: (if different than 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: Title:

Telephone: E-mail address:

Part 3: Type of Application

Select the endorsement type(s) you are requesting:

On-Site Store Endorsement (p. 2) - Fee: \$110

For Office use Only
 Sub Job No. (C4)

Picnic Area Endorsement (p. 2) - No Fee

For Office use Only
 Sub Job No. (C1, C4 - see below)

New Picnic Area Endorsement (C1)

Changes to Existing Picnic Area Endorsement (C4)

Note: Terms and conditions for these endorsements can be found in your Manufacturer Terms and Conditions Handbook.

Part 4: On-Site Store Endorsement

An on-site store endorsement authorizes the retail sale of a manufacturer's product on the manufacturing site and online (internet sales). The on-site store endorsement may be a retail store area or a point of sale only. If the addition of a retail area will change the existing licensed manufacturing area(s), a structural change application for those areas may also be required - if unsure please contact the branch to discuss.

Provide the following:

A floor plan (8.5" x 11") of the proposed on-site store layout or point of sale within the manufacturing facility showing:

- tasting /sales counter and/or display area, if applicable
- entrance, exit, and other licensed and non-licensed areas
- `X' denoting point of sale if no retail area is being requested

A site plan (8.5" x 11") of your property showing the following:

- all buildings and their uses (i.e. storage, manufacturing buildings, personal residence, garage, other businesses, etc.)
- all licenced areas (other endorsements or licences approved by the Branch)
- vineyards/orchards/agricultural crops
- private and public roadways and parking areas

By checking this box, I confirm that current zoning permits retail sales on the manufacturing site.

Complete Part 7 and Part 8

Part 5: Picnic Area Endorsement - New and Changes to Existing Picnic Area(s)

A manufacturer may apply for one or more outdoor picnic areas, on-site, where patrons may consume products obtained from the facility. This is a consumption area only; no sale or service is permitted.

A picnic area(s) may be up to 1,000 square metres total. It must have a clearly defined boundary and be located at ground level on grass, gravel, etc. The picnic area must not be used as an overflow area of a lounge.

Complete A and B below.

A) Select applicable request type:

New Picnic Area Endorsement

Move, add, or change approved picnic area(s), including an increase in capacity. Describe proposed change(s):

B) Provide the following for all request types:

A site plan (8.5" x 11") of your property showing the location and size of the existing and/or proposed picnic area(s) and the following:

- all buildings and their uses (i.e. storage, manufacturing buildings, personal residence, garage, other businesses, etc.)
- all licenced areas (other endorsements or licences approved by the Branch)
- vineyards/orchards/agricultural crops
- private and public roadways and parking areas
- any neighbouring residences within 50 metres of the proposed picnic area(s)

If there are other businesses operating on the manufacturing site, provide the details regarding the business below:

Attach a photo of the proposed picnic area(s), including the bounding (if in place).

Describe the composition of the boundary surrounding the proposed picnic area. The boundary is required to be clearly and fully defined. This may include fencing, trees, planters, bushes/natural flora, etc:

Picnic area is located on:

Grass Gravel Cement Patio Stones Wooden Surface (located directly on ground level)

Select which of the following will be used within the proposed picnic area(s):

Umbrella and Picnic Tables Tables and Chairs Other:

Note: Ceiling, walls, and heaters are not permitted; picnic areas must be open to the elements

Identify proposed total capacity for all picnic areas: persons

Explain how your proposed picnic area location(s) has been selected to minimize the potential for disturbance to nearby neighbours:

- Take your completed application, with your site plan, to your local government /first nation to complete Part 6 (below).
- Also complete Part 7 and Part 8.

Part 6: Local Government/First Nation - Picnic Area Zoning Confirmation

I confirm that zoning allows/does not allow (check one below) for the operation of a picnic area, as proposed above. See attached site plan.

- Allows
- Does not allow

Comments (optional):

Local Government/First Nation (name):

Name of Official: Title/Position:

Phone: E-mail:

Date:
(Day/Month/Year)

Signature of Official: _____

Part 7: 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 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.

This form should be signed by an appropriate individual who has the authority to bind the applicant. The applicant is responsible for ensuring 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 sole proprietor, the individual himself/herself
- If the applicant is a corporation, 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, 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 applicant's behalf, the branch will accept the licensee representative's signature.

False declaration of valid interest is reason for the general manager to consider terminating the licence application and/or cancelling the licence.

Part 8: Submit Application Package

Once signed by local government/first nation, (if your application includes a picnic area) 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

Note: Incomplete applications will delay processing times. If you have any questions, contact us toll-free at 866-209-2111 or email us at liquor.licensing@gov.bc.ca Or visit our website for more information: www.gov.bc.ca/liquorregulationandlicensing

Part 9: Application Fee

Note: There are no fees for the Picnic Area endorsement

On-Site Store Endorsement Application Fee: \$110

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: _____