



Liquor Control and Licensing Branch  
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# TEMPORARY USE AREA ENDORSEMENT LP & FP AT A SKI HILL OR GOLF COURSE ONLY APPLICATION

Liquor Control and Licensing Form LCLB051

**Eligibility Criteria:**

Only Liquor Primary and Food Primary establishments at a downhill ski business or golf course may apply.

Golf course licensees are eligible to apply for a Temporary Use Area (TUA) endorsement on their LP or FP licence, but not both. Only one licence per property can be endorsed. The TUA locations must be on the same property as the golf course. TUAs can overlap the licensed playing area but an area eligible for permanent licensing cannot be considered for a TUA. TUAs operate under the existing terms and conditions of the licence that applies for the endorsement.

In the case of a ski hill, there must be some common ownership between the entity that holds the LP or FP licence and the entity that owns the ski hill. The LP or FP must be in the vicinity of the ski hill. TUAs must be located on the downhill ski property. TUAs operate under the existing terms and conditions of the licence that applies for the endorsement. Only one licence per downhill ski property can be endorsed.

TUA locations must be outdoors and may operate no later than 10 PM (earlier if there are concerns about community disturbances). There is no limit on the number or size of the TUAs that you can apply for; however, they are subject to Local Government/First Nation consideration and public input.

**Part 1: Licensee Information**

Licence #:

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

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

Establishment Address:

Street:  City:

Province:  Postal Code:

Contact Name:  Title/Position:

Business Tel:  Business Fax:  Business E-mail:

Business Mailing address (if different from above):

Street:  City:

Province:  Postal Code:

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

**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 Application Fee

<input type="radio"/>	New Temporary Use Area (TUA)	(C1-LIC) _____	\$330
<input type="radio"/>	Change to an existing Temporary Use Area	(C1-LIC) _____	\$330

## Part 4: Required Information and Documentation

### Section A: Golf courses

If you are located at a golf course, complete this section.

1. Attach a copy of the golf course site map that details the following:
- Each hole by number (1-9, 18, 27 holes)
  - All buildings located on the golf course property
  - All businesses and residential areas surrounding the golf course property (N, S, E and W)
  - Exact size (in square metres) of each TUA location (1, 2, 3...)
  - The exact location of the TUA areas listed in #2 (below) on the site map

2. Complete the following:

TUA 01

Maximum number of persons:  Size in square metres:

TUA 02

Maximum number of persons:  Size in square metres:

TUA 03

Maximum number of persons:  Size in square metres:

TUA 04

Maximum number of persons:  Size in square metres:

**Note:** If you are applying for more than four TUAs, attach a separate sheet with this information.

3. • Attach photos of each TUA area
- Draw or outline the TUA area on the photo you attach
  - Label each area with "TUA 1", "TUA 2", "TUA 3", etc.
4. Complete Part 6, Section A: Property Ownership Acknowledgement and Declaration Statements for a licensee at a golf course.

### Section B: Downhill Ski Property

If you are located at a downhill ski property, complete this section.

1. Attach a copy of the downhill ski property site map that details the following:
- The exact location of the FP or LP applying for the endorsement
  - All nearby businesses and residential areas near the TUA locations (N, S, E and W)
  - Exact size (in square metres) of each TUA location (1, 2, 3...)
  - The exact location of the TUA areas listed in #2 (below) on the site map

2. Complete the following:

TUA 01

Maximum number of persons:  Size in square metres:

TUA 02

Maximum number of persons:  Size in square metres:

TUA 03

Maximum number of persons:  Size in square metres:

TUA 04

Maximum number of persons:  Size in square metres:

**Note:** If you are applying for more than four TUAs, attach a separate sheet with this information.

3. • Attach photos of each TUA area
- Draw or outline the TUA area on the photo you attach
  - Label each area with "TUA 1", "TUA 2", "TUA 3", etc.
4. Complete Part 6, Section C: Property Ownership Acknowledgement and Declaration Statements for a licensee at a downhill ski property.

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**Part 5: Property Ownership Acknowledgement and Declaration Statements****Section A: Licensee at a golf course**

If you are the licensee of an establishment located at a golf course, complete this section.

- I confirm the proposed TUA(s) are on the same property as the golf course and is owned or leased by the licensee.

Name and signature of authorized signatory\* of the licensee confirming the above:

Name:   
( last / first / middle ) Position:  Date:   
(mm/dd/yy)

Signature: \_\_\_\_\_

**Section B: Owner of Downhill Ski Business**

If you are an authorized individual who is involved in the ownership of the downhill ski business, complete this section.

As only one licence located on the downhill ski hill property may apply and be endorsed for a TUA endorsement, please confirm by checking the boxes below:

- I confirm that I am the owner or partial owner of the downhill ski business.  
 I confirm there is some common ownership between the entity that holds the LP or FP licence and the entity that owns the ski hill property.  
 I understand that only one licence may apply for a TUA endorsement on the ski hill property and acknowledge this selection as being the only one.

1. Provide the full name, position and signature of an individual authorized to sign on behalf of the downhill ski business owners:

Name:   
( last / first / middle ) Position:  Date:   
(mm/dd/yy)

Signature: \_\_\_\_\_

2. Name of the legal entity that owns the downhill ski business:

3. Common name of the downhill ski property:

**Section C: Licensee at a Downhill Ski Property**

If you are a licensee in the vicinity of a downhill ski property, complete this section.

- I confirm there is some common ownership between the entity that holds the LP or FP licence and the entity that owns the ski hill property.  
 Name the individual(s) involved in the ownership of both the downhill ski business and the licensed establishment:

Name and signature of authorized signatory\* of the licensee confirming the above:

Name:   
( last / first / middle ) Position:  Date:   
(mm/dd/yy)

Signature: \_\_\_\_\_

See Part 9.

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**Part 6: General Security Assessment**

1. Describe the type and height of bounding (fencing, stanchions, etc.) that will surround each of the TUAs noted in Part 5 to control access/egress during their use:

2. How will the entrances to the liquor service area be supervised/monitored (i.e. full-time staff)?

3. Minors - Describe what measures will be put in place to prevent minors from consuming alcohol. (For example, describe procedures for checking identification to confirm the age of patrons, placing signs about the requirements for proof of age, use of wrist bands to identify minor patrons, etc.)

4. Removal of intoxicated patrons - You must not permit intoxicated patrons to remain in the licensed area. What arrangements will you make to ensure that intoxicated patrons are removed from the event and get to a safe location?

5. Respect for neighbours - What actions will you take to ensure participants do not unduly disturb the neighbourhood during the event as well as when the event ends?

6. Portable Bar - Will there be a portable bar set up in the TUA area when being used?  Yes  No  
If no, how will liquor be served to patrons:

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**Part 7: Applicant Instructions**

1. Review the eligibility criteria on the application form.
2. Fill out all the applicable sections and sign the application form.
3. Attach the site map and photos of each TUA area as required on the application form.
4. Take the application form, site map, and photos to your local government/First Nations (LG/FN). They are required to sign Part 8 below.
5. LG/FN will require a copy of all of the application material listed in 4 and 5 above.
6. By receipt of the application form and sign off on Part 8 below, you are requesting that a resolution be provided by the local government/First Nations within 90 days and sent directly to the Victoria head office of the Liquor Control and Licensing Branch (LCLB) as per Part 8.
7. Send the original application, site map and photos with the applicable fee to the Branch for eligibility review while your application is being considered by the local government/First Nations.

Your LG/FN may decide that it does not wish to provide comment on this application. If they indicate on the form that they opt out of providing comment, submit your application to the Branch.

## Part 8: Local Government/First Nation Confirmation of Receipt of Application

This section is to be filled out by the LG/FN prior to submitting this application to the Branch.

Local government/First Nation (name):

Name of Official:  Title/Position:   
( last / first / middle )

Email:  Phone:

Date Received:   
(Day/Month/Year)

Signature of Official: \_\_\_\_\_

Check here if LG/FN will not be providing comment:  Yes, opting out of comment

**Note:** The LG/FN cannot provide comment for their own application.

Is this establishment on Treaty First Nation land?  Yes  No

### Instructions for Local Government/First Nation (LG/FN)

This serves as notice that an application for a temporary use area endorsement is being made within your community. The Branch requests that you consider this application (application form and floor plan) and provide the Branch with resolution within 90 days of the above received date. Alternatively, LG/FN can delegate staff with the authority to provide comment.

- The applicant will bring their completed application form and floor plan to LG/FN.
- If there are any major issues (e.g. bylaws), LG/FN may hold off signing the application until the issues are resolved or they have a plan to deal with the issues.
- When LG/FN is comfortable with the application proceeding, LG/FN staff will sign above and return it to the applicant. LG/FN will keep a copy of the signed application form and all supporting documents.
- The applicant will submit the signed application package (with all required documents) to the Branch.
- Branch staff and LG/FN staff will advise each other if there are any concerns with the proposed application.

To provide a resolution or comment:

- Gather public input for the community in the immediate vicinity of the proposed endorsement service area(s).
- Consider these factors which must be taken into account when providing resolution/comment:
  - The location of the establishment.
  - The person capacity and hours of liquor service of the establishment.
- Provide a resolution/comment with comments on:
  - The impact of noise on nearby residents.
  - The impact on the community if the application is approved.
  - If the application is to amend a Food Primary licence, whether the amendment will result in the service area being operated in a matter that is contrary to primary purpose
  - The view of residents and a description of the method used to gather views.
  - The LG/FN recommendations (including whether or not the application be approved) and the reasons on which they are based.
- Provide any reports that are referenced in, or used to determine, the resolution/comment.
- If more than 90 days is required, provide a written request for extension to the Branch.
- If LG/FN opts out, or is the applicant, the Branch will gather public input and contact LG/FN staff for information to assist the Branch in considering the regulatory criteria.

If you have any questions, or the establishment is located on Treaty First Nation land, please call the Branch toll-free at 1-866-209-2111.

**Part 9: 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:

( last / first / middle )

Position:

(if not an individual)

Date:

(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 10: Application Fees - Payment Options**

Total Fee Submitted: \$330

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 mail and have given my credit information in the space provided at the bottom of the page.

**Note:** To ensure legibility, this application and supporting material cannot be faxed to the branch.

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: \_\_\_\_\_