



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

# CONVERT AN INDEPENDENT WINE STORE TO A LICENSEE RETAIL STORE APPLICATION FORM

Liquor Control and Licensing Form LCLB088

## INSTRUCTIONS:

Use this form if you wish to apply to convert your Independent Wine Store (IWS) licence to a Licensee Retail Store (LRS) licence. Complete all applicable fields then submit with payment as outlined in Part 7 of this application form. You may complete this form: 1) at your computer then print; 2) by hand - print clearly using dark ink. If you have any questions about this application, call Liquor Control and Licensing Branch (LCLB) toll-free at: 1 866 209-2111. LCLB forms and supporting materials which may be referred to in this document can be found at: [www.gov.bc.ca/liquorregulationandlicensing](http://www.gov.bc.ca/liquorregulationandlicensing)

## Part 1: Application Contact Information

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

Office use only:  
Sub Job No.

Name:  Phone number:

Fax number:  E-mail address:

## Part 2: Licensee Information

Licensee Name [as on licence]:  Licence #:

E-mail:  Phone:

Mailing address:

Street City Province Postal Code

Current Physical Address of Independent Wine Store:

Street City Province Postal Code

## Part 3: Type of Change Requested

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

<input type="checkbox"/> I am converting to a Licensee Retail Store (LRS) licence and will be remaining at the current store location.	Complete Part 4
<input type="checkbox"/> I am converting to a Licensee Retail Store (LRS) licence and will be relocating to a new store location.	Complete Part 5

## Part 4: Converting to an LRS

Fee: \$220

Use this part if you are converting to a Licensee Retail Store (LRS) licence and will be remaining at the current store location.

Please provide the following documentation:

1. The floor plans of the proposed establishment, which must meet the following requirements:
- Must be clear, legible and of sufficient detail and size (8.5" x 11")
  - Provide room size dimensions
  - Detail entrance, exit, washrooms, storage area, cash register area, coolers, any adjoining doors and other fixtures
  - Clearly identify the area proposed for licensing and any adjoining unlicensed areas
2. A scaled site plan showing the following:
- location of the front entrance door of the proposed WS establishment
  - any other buildings/businesses around the proposed WS establishment and the entrances to those buildings
  - any relevant street names
3. Site photographs
- A minimum of four (4) colour photographs of the proposed WS site, one facing each side of the building property
  - These photos need to be current (taken by the licensee or representative within the past 90 days). Pictures from internet sites will not be accepted.

**Note:** To be eligible for an LRS conversion at your current site, you must meet the 1 km distance criteria. For more information on the 1 km distance criteria, please see Liquor Control and Licensing Regulation 66(2).

**Part 5: Converting to an LRS and Relocating to a New Site**

Fee: \$220

Use this part if you are converting to a Licensee Retail Store (LRS) licence and will be relocating to a new store location

## Proposed Establishment Information

Current Establishment/Licence Name [as on licence]:

Proposed Establishment/Licence Name [if applicable]:

(Note: Changes to the establishment name, signs, awnings, advertising, etc. are subject to approval by LCLB)

## Proposed Physical Address of LRS:

Street

City

Province

Postal Code

Is the mailing address for the new LRS different from the proposed new address above?  No  Yes

If yes, provide the new mailing address below: (all correspondence, including licence renewals, will be sent to this address)

Street

City

Province

Postal Code

## Legal Description of New Proposed Site:

(Legal description and parcel identifier (PID) or Strata Plan number of the establishment site, found on property tax notice or from Land Titles office)

Local Government or First Nation Jurisdiction for Proposed Site:

Will this LRS be located within a grocery store?  No  Yes

If yes, provide the name of the grocery store:

**Note:** The grocery store owner must complete form LCLB090

## Required Documents

Provide the following information.

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1. I confirm that my proposed LRS location is at least 1 km from any existing or proposed LRS location and any existing or proposed BCLS location.

The distance is measured from the front door to the front door of each establishment as the crow flies. The front door is the main entrance to the licensed or proposed licensed establishment regardless of whether the location is in a mall, grocery store or free-standing building. For stores with both interior and exterior entrance doors, the applicant must identify the main entrance (i.e., the front door). The Branch uses the programs Streets and Trips and Google Earth to determine the distance between LRS and BCLS locations.

A list of the LRS and BCLS locations is available online at [www.gov.bc.ca/liquorregulationandlicensing](http://www.gov.bc.ca/liquorregulationandlicensing)

There are prescribed circumstances as noted in Liquor Control and Licensing Regulation 66(3) where LCLB will approve a location that is within 1 km of an existing or proposed LRS or BCLS. If your proposed location is within 1 km of an existing or proposed LRS or BCLS, you are responsible for ensuring that your application provides sufficient detail to demonstrate that your site meets one of the circumstances. Your application will be considered incomplete if it does not include sufficient information.

If LCLB determines that your proposed site is not an eligible location because it is within 1 km of another LRS, proposed LRS, BCLS or proposed BCLS, your application will be terminated.

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2. Proof of valid interest in the proposed LRS site.

Any one of the following documents can be used to show valid interest in the property:

- Certificate of Title in the licensee's name (as stated on the liquor licence)
- A fully executed lease, an assignment or an offer of lease, which does not expire for at least 12 months. The tenant on the lease document must be the licensee (name the liquor licence is issued to). The lease or offer to lease must show rent paid, have a term and an expiry date, and be signed by the licensee and the landlord or property owner.
- An offer or option to purchase the property and buildings in the licensee's name (as stated on the liquor licence). An offer or option must show price paid, have a term and expiry date and be signed by both the licensee and property owner.

**Note:** Valid interest must be maintained at the current and proposed site until the relocation is finalized. LCLB may request a copy of valid interest at the current site during the relocation application process.

3. Scaled site plan

A scaled site plan must show the following:

- Location of the front entrance door of the proposed LRS establishment
- Any other buildings/businesses around the proposed LRS establishment and the entrances to those buildings
- Any relevant street names

For example, if your proposed LRS is located in a strip mall a site plan must detail the strip mall including the other stores, the front entrance door of the proposed LRS location, the parking lot, the closest road or intersection.

If your proposed LRS is located in a new development, the site plan must detail the other buildings in the development, the front entrance door of the proposed LRS location, the closest road or intersection.

4. Photographs showing the proposed site

- A minimum of four (4) colour photographs of the proposed LRS site, one facing each side of the building/property.
- These photos need to be current (taken by the licensee or representative within the past 90 days). Pictures from internet sites will not be accepted.

5. Grocery store declaration (if applicable)

- The grocery store declaration (LCLB090) must be completed by the grocery store owner if your proposed LRS site will be located in a grocery store.
- A grocery store is defined as:
  - Primarily engaged in retailing a general line of foods, including canned, dry and frozen food, fresh fruits and vegetables, fresh and prepared meats, fish and poultry, dairy products, baked products and snack foods, and non-liquor beverages, intended for human consumption
  - At least 10,000 square feet, including storage
  - To maintain eligibility, these conditions must continue to be met, along with the following additional requirements: that the sales revenue from food and non-liquor beverages:
    - Totals at least 70% of non-liquor sales, and
    - Totals at least 50% of all sales, including liquor sales from a retailer located in the grocery store.

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**Part 6: Legal 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 Fee**

Transfer of Location fee (non-refundable): \$220.00

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.

Submit your completed application form, with all supporting documents and fee payment information, in one package to the LCLB by any of the following methods:

E-mail: liquor.licensing@gov.bc.ca  
 Mail: PO Box 9292 Stn Prov Govt Victoria BC V8W 9J8  
 Fax: 250-952-7066

**Part 8: What Happens Next**

1. Applications will be reviewed to determine if their proposed site meets the distance restriction of being at least 1 km from another LRS, BCLS, proposed LRS or proposed BCLS location.
2. If your proposed site meets the distance restrictions you will be advised in writing and will be requested to submit the following within 90 days:
  - Signage:
    - A sketch of the establishment signage (if the name has changed)
    - Please note that external signage is subject to LCLB approval
  - The floor plans of the proposed establishment, which must meet the following requirements:
    - Must be clear, legible and of sufficient detail and size (8.5" x 11")
    - Provide room size dimensions
    - Detail entrance, exit, washrooms, storage area, cash register area, coolers, any adjoining doors and other fixtures
    - Clearly identify the area proposed for licensing and any adjoining unlicensed areas
3. When the floor plans and signage have been received they will be reviewed and if all the requirements have been met you will be advised in writing that your plans have been approved and that you may begin construction of the establishment if required. Applicants are given 12 months to complete construction.
4. You are responsible for obtaining appropriate local government zoning to operate an LRS at your proposed location. Prior to issuing a licence at the new location, LCLB will require confirmation from your local government that the site is zoned appropriately to operate an LRS / BCLS establishment.
 

**Note:** In addition to meeting LCLB requirements, you are responsible for obtaining all the required applications and permits from your local government to operate your LRS.

Applicants with incomplete application will be advised in writing what information is required to complete their application. Applicants will be given 30 days to provide a complete application. Your application will only be assessed for the 1 km distance criteria when all outstanding requirements have been submitted. All applications will be reviewed in date order.

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: \_\_\_\_\_