



# WINE STORE TRANSFER OF LOCATION APPLICATION PACKAGE

Liquor Control and Licensing Form LCLB092B

## Application Package Overview

This application package contains three sections:

Section 1: The Application Checklist lists the required documents you must submit with your application in order for it to be considered by the Branch.

Section 2: The Application Guide explains common terms used in the checklist and application form.

Section 3: The Application Form requests required information.

The following changes to Wine Store relocations took effect April 1, 2015.

- Wine stores, other than winery-owned stores and sacramental stores, may relocate to grocery stores in either a store-in-store model or for the sale of 100% BC wine on store shelves

For a wine store licence to be located on store shelves, the grocery store owner must also be the licensee except for VQA wine stores who must make application to add the grocery store owner as the third party operator of the wine store licence. For all wine stores except VQA wine stores, the terms and conditions of the WS licence will be amended to restrict the product that is sold on the grocery store shelves to 100% BC wine only.

## Section 1: Application Checklist

The following documents must be submitted in the format specified in Section 3 for your application package to be complete. Refer to Section 3 below to ensure each document includes the necessary details.

- 1. Proof of valid interest in the proposed WS site.
- 2. Scaled site plan
- 3. Photographs showing the proposed site
- 4. Floor plans
- 5. Signage
- 6. Grocery Store Declaration (LCLB090) only if your proposed LRS site is located within a grocery store.
- 7. Complete application form
- 8. Application fee

## Section 2: Application Guide

### Valid Interest

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.

If a VQA store is relocating, the valid interest must be in the name of the third party operator.

**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.

### Site Plan

A scaled site plan must show 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

### Floor Plans

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

### Signage

A sketch of all proposed exterior signs if signage is changing. Signage is subject to LCLB approval.

#### 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.

#### Grocery Store Declaration

- The grocery store declaration must be completed by the grocery store owner if your proposed site is located in a grocery store.
- A grocery store is defined as:
  - o 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, and
  - o having an area of at least 10,000 square feet, including storage.
- To maintain eligibility, the conditions above must continue to be met, and the sales revenue from food and non-liquor liquor beverages must:
  - o total at least 70% of the total sales revenue of non-liquor products, and
  - o total more than 50% of the total sales revenue of liquor and non-liquor products in the grocery store.

#### Application form

- Complete all fields
- The application form must be signed by the current licensee. (i.e. must be signed by of any shareholder in a private corporation, the signing officer of a public corporation or society, a sole proprietor or all the individuals in a partnership)
- Ensure the correct mailing address for your proposed establishment - once the relocation application is approved all LCLB correspondence will be sent to that address including your annual renewal notice
- Parcel Identifier (PID) for your proposed site can be found on the property tax notice or from the Land Titles office.

#### Application fee

The application fee is \$330 and can be paid as outlined on Part 5 of the application form.

#### Questions?

If you have any questions about the application or guide, please contact the Liquor Control and Licensing Branch by phone or email.  
Help Desk Phone: 1-866-209-2111 or at 250-952-5787 (if calling from Victoria or outside of B.C.)  
Help Desk Email: [lclb.lclb@gov.bc.ca](mailto:lclb.lclb@gov.bc.ca)  
Application forms and guides are available from our website at [www.gov.bc.ca/liquorregulationandlicensing](http://www.gov.bc.ca/liquorregulationandlicensing)

#### Submitting Your Application

You can submit your application by email, fax or mail.

Please note that LCLB cannot accept credit card information by email. If submitting by email, please note and follow the instructions in Part 5 of the application.

Email: [liquor.licensing@gov.bc.ca](mailto:liquor.licensing@gov.bc.ca)

Fax: 250-952-7066

Mail: PO Box 9292 Stn Prov Govt, Victoria BC V8W 9J8

Courier only: 4th Floor, 3350 Douglas St, Victoria BC V8Z 3L1

### Section 3: Wine Store Transfer of Location Application

#### Instructions:

1. Review the attached checklist and guide (Sections 1 and 2) explaining the requirements for a complete application package.
2. Submit a completed application package to the Branch by email, fax or mail/courier.

Office use only (C4 - LIC) Sub Job No.

**Part 1: Application Contact Information**

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

Name:  Phone number:

Fax number:  E-mail address:

**Part 2: Licensee Information**

Type of wine store:  Independent  B.C. VQA  Tourist  Off-Site Winery  Sacramental

Licensee Name (as on licence):  Licence #:

E-mail address:

Mailing address:

Street City Province Postal Code

Do you have a Transfer of Ownership application for this WS licence pending with LCLB?  Yes  No

If you are relocating a VQA Store, do you have a 3rd party operator application pending with LCLB?  Yes  No

**Part 3: 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 WS:

Street City Province Postal Code

Is the mailing address for the new WS 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:

Is the proposed site located within a grocery store?  No  Yes

If yes, select one option below and provide the grocery store name

Wine will be located in a store within the grocery store  Wine will be located on a shelf within the grocery store

Name of grocery store:

**Note:** The grocery store owner must complete form LCLB090. Only VQA, Independent wine stores and Tourist stores are eligible to be located on the shelf within a grocery store.

**Part 4: 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 on next page.

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 5: Application Fee

Transfer of Location fee (non-refundable): \$330.00

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.

### Part 6: What Happens Next

1. Your application package will be reviewed for completeness and you will be advised by phone, email or mail if there are further documents that are required before your application can be processed.
2. When 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.
3. When construction is complete, you must contact your local liquor inspector to arrange for a final inspection of your premises. For wine stores relocating to a shelf within a grocery store, you will need to provide a security plan to the inspector detailing the measures that will be in place to prevent minors from purchasing or shoplifting the product.
4. You are responsible for obtaining the appropriate zoning from your local government to operate a WS licence at your proposed location. Prior to issuing a licence at the new location, LCLB will require confirmation from your local government that the location is zoned appropriately to operate a WS licence.

**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 WS.

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: \_\_\_\_\_