



CATERING TRANSFER OF LOCATION LICENCE APPLICATION

Liquor Control and Licensing Form LCLB097

Instructions:

Complete all applicable fields, attach required documents and submit with payment as outlined in Part 6. You may complete this form, one of two ways: 1) at your computer, save and then print; or 2) by hand - print clearly using dark ink.

- If you have any questions about completing this application, call the Branch toll-free at 1 866-209-2111.
- LCLB forms and supporting materials can be found at: www.gov.bc.ca/liquorregulationandlicensing

Note: Your complete application package must contain this application form with responses in all the applicable fields, all the required documentation and the full fee. If your application is submitted incomplete, it will cause a delay in processing.

Type of Application

Office use only: Job No. _____ C1 - LIC

Catering licensees may apply to move the location of their catering business location, including moving from one civic address to another civic address OR moving from one unit in a mall to another unit.

Part 1: Licensee Information

Licence Number: Licensee Name [as on licence]:

Mailing address (all correspondence will be sent to this address unless otherwise indicated):

Street City Province Postal Code

Tel: Fax: E-mail:

Part 2: Current Business Information

Business name: Licence name:
(if different from business name)

Business location:
 Street City Province Postal Code

Part 3: Proposed Business Information

Note: Business/licence name changes to signs, menus, awnings, advertising, etc. are subject to approval by the Liquor Control and Licensing Branch.

Proposed business name: Proposed licence name:
(if different from business name)

Proposed business location:
 Street City Province Postal Code

New business phone: New business fax:

Legal description of 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)

Part 4: Application Requirements

An application must be complete before it can be processed. To be considered a "complete application", the following documents must be provided:

- Signage: provide a sketch of the proposed business signage. Signs and business name are subject to LCLB approval

Establishment requirements: At the time of final inspection, the liquor inspector will confirm that your business location meets the requirements of a catering licence by verifying the following eligibility requirements:

- The primary business of the applicant is the preparation and serving of food
- The applicant has the personnel and infrastructure necessary to prepare and serve food at events hosted by others. This includes a requirement to have a full commercial kitchen at the applicant's business location.

If at the time of final inspection the liquor inspector is not satisfied with your kitchen equipment, food selection, advertising and staffing, you may be required to make changes and schedule a second (2nd) inspection to confirm you meet the requirements of a catering licence. A fee of \$200 will be charged if a second (2nd) inspection is required.

Part 5: Declaration of Signing Authority Including Valid Interest

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 6: Application Fee \$330 per Licence (non-refundable)

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 next page.

Part 7: Is Your Application Package Complete?

An application must be complete before it can be processed. Please ensure you have enclosed the following:

- Completed signed Catering Transfer of Location form (LCLB097)
- Application fee. See Part 6 of this application form.
- Sketch of proposed signage. Signs are subject to LCLB approval.

Part 8: What Happens Next

1. You must submit a complete application package and fee to Victoria Liquor Control and Licensing Branch Head Office.
2. The Liquor Control and Licensing Branch (LCLB) staff will review the application package for completeness and will advise you of any information/documentation required before the application can be considered complete.
3. If the application is incomplete it will be returned to you by mail with a letter identifying the missing document(s). You will be asked to resubmit a completed application within 30 days or the Catering Transfer of Location will be terminated and you will have to re-apply and pay the application fees.
4. When all documents are received, LCLB staff will review the resolution (if applicable) and the application for eligibility. If application requirements have been met, the applicant will be asked to contact the inspector for an interview/final inspection once construction is fully completed. Before contacting the inspector for the interview/final inspection, the applicant must have the inspector interview letter.
Note: The applicant must contact the local area inspector to arrange for a final inspection by the date noted on the letter (30 days from the date on the letter). If the inspector is not contacted to arrange for a final inspection or for an extended time, the application will be terminated.
5. At your final inspection, the inspector will verify that your business location meets the requirements for a catering licence by reviewing the food selection, the kitchen equipment, advertising and staffing resources. If the inspector is not satisfied your business location meets the requirements of a catering licence you may be asked to make changes and schedule a second (2nd) inspection to confirm you meet the requirements of a catering licence. A fee of \$200 will be charged if a second (2nd) inspection is required.
6. If your business location passes the inspection and all outstanding issues have been addressed, an amended licence will be issued from Victoria LCLB and sent by mail to the applicant.

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.

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Catering Transfer of Location

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: _____