



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

APPLICATION FOR DORMANCY FORM

Liquor Control and Licensing Form LCLB100

INSTRUCTIONS:

Complete all applicable fields and submit to the address above. You may complete this form online, then print. If you have any questions about this application, call the Liquor Control and Licensing Branch (LCLB) toll-free at: 1 866 209-2111.

Part 1: Applicant Information

Licensee Name: Tel:

Licence Number: E-mail:

Mailing Address:

Street City Province Postal Code

Part 2: Requesting Dormancy Status

If you are planning to close your establishment for an extended period of time, for example for extensive renovations, you must report this closure to the branch and you must also notify the branch when you plan to resume regular operations (this notification requirement does not apply to seasonal closures). All licences are permitted to be dormant for a period of two years. If your establishment is dormant because of extensive renovations caused by a fire, flood or other event beyond your control, you may apply for an extension to dormancy status. If you cannot provide evidence of the incident or your efforts to rebuild, your licence will be cancelled after two years.

Note to manufacturers: If you stop manufacturing, your licence is considered dormant and you cannot continue to operate any endorsement areas. No public sales of any type are permitted during dormancy. However, your licence is not considered dormant if you cease to operate one of the endorsement areas but continue to manufacture. If you are a winery licensee, please note that you are required to produce a minimum 4,500 litres of wine annually, and your licence may be cancelled if you fail to do so.

Establishment Status:

- Physical Structure exists
- Physical Structure does not exist

Intentions for reopening:

- Intent to transfer licence
- Within 12 months
- Within 24 months
- More than 24 months (requires an exemption)

Date submitted: Last day establishment was open for business:

(Day/Month/Year) (Day/Month/Year)

Reason for dormancy request:

(Please include a description of the current state of the licensed area)

Fire damage, flood damage, or damage from other natural disaster, major renovations, financial difficulties, other

- Proof of valid interest (lease or land title) is required with this form. The licensee also confirms that it will not use the licensed area for any another purpose during the dormancy period.

If you plan on renovating/rebuilding, you must submit an application for a structural change and receive approval prior to reopening your establishment.

Structural change status:

- Structural change application submitted
- Will be submitted
- Not required

Part 3: Requesting removal of dormant status

Reopening date:

If you plan on renovating/rebuilding, you must submit an application for a structural change and receive approval prior to reopening your establishment.

Confirmation regarding structural changes:

- Structural change complete
- No structural changes

Part 4: 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.

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.