



Liquor Control and Licensing Branch
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ADD, CHANGE OR REMOVE A LICENSEE REPRESENTATIVE NOTIFICATION FORM

Liquor Control and Licensing Form LCLB101

INSTRUCTIONS:

Complete all notification fields then submit the form via regular mail, email, facsimile, or in person. If you have any questions about completing this form, call Liquor Control and Licensing Branch (LCLB) toll-free at: 1 866 209-2111.

In some cases, a licensee may wish to authorize a specific individual to take certain actions on the licensee's behalf and to legally bind the licensee in respect of those matters. For example:

- A licensee that is a company may wish to authorize an employee who is not a company director or officer.
- A partner in a partnership may wish to authorize a manager at the establishment who is not a partner.
- A society may wish to authorize an individual who is not a director or senior manager of the society.
- A licensee who is an individual person may wish to authorize someone else to make decisions and take actions in respect of specific liquor control and licensing matters.

In such cases, the licensee should use this form to inform the Liquor Control and Licensing Branch (the "Branch") of the authority that will be given to this individual.

Requirements:

The licensee understands that a person named in this form:

- Does not assume accountability on behalf of the licensee; the licensee remains responsible for all activities within the licensed establishment and for all of the licensee's obligations.
- Must be 19 years of age or over.
- Will continue to have the authority described below until the Branch receives written information from the licensee of any change or amendment.

Part 1: Licence Information

Licensee Name:

Licence Number: Establishment Name:

Establishment Address:
Street City Province Postal Code

Note: A separate form must be used for each licence number.

Part 2: Licensee Representative Information

- Adding licensee representative
- Amending contact information or authority given to licensee representative (Part 3, if authority is changing, should include all of the authorities the licensee representative will now have)
- Removing authority from licensee representative (do not complete part 3)

Licensee representative name:

Telephone Number: Email address:

Part 3: Scope of the Licensee Representative's Authority

Note: For each responsibility that is ticked below, the licensee (i) is allowing the authorized representative to act on the licensee's behalf, and (ii) will be bound by the licensee representative's decisions. (must check at least one box).

Licensing:

- Sign permanent change applications* (excluding Agreement to Transfer Licence(s) to New Owner)
- Sign temporary change applications**
- Obtain licence information from the Branch
- Sign Grocery Store Annual Proof of Sales Revenue

Compliance & Enforcement:

- Attend education sessions
- Attend compliance meetings
- Represent the licensee at enforcement hearings

*If you selected "sign permanent change applications", your licensee representative may sign the following documents on your behalf:

- Permanent change to a licensee
- Permanent change to licence
- Structural change
- Add or change a third party operator
- Off-site storage notification
- Address change notification
- Reinstatement of expired licence
- Allow minors
- Permanent change (hawkers)
- Lounge and special event area application
- Manufacturer on-site store and picnic area endorsement application
- IWS to LRS conversion
- Transfer of location
- Dormancy
- Reconsideration
- Tied house exemption
- LPC application to transition to LP

**If you selected "sign temporary change applications", your licensee representative may sign the following documents on your behalf:

- Temporary suspension request
- Temporary change to liquor licence
- Temporary use area endorsement

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 applicant or authorized signatory of the applicant, I understand and affirm that all of the information provided is true and complete.

Signature: _____
Authorized signatory of the applicant

Name: Position: Date:
(last / first / middle) (if not an individual) (Day/Month/Year)

Email: Telephone Number:

Note: An agent, lawyer, licensee representative or third party operator may not sign the declaration on behalf of the applicant.

This form should be signed by an individual with the authority to bind the applicant. The Branch relies on the applicant to ensure that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:

- If the applicant is an individual or sole proprietor, the individual himself/herself
- If the applicant is a corporation, a duly authorized signatory who will usually be an officer or, in some cases, a director
- If the applicant is a general partnership, one of the partners
- If the applicant is a limited partnership, the general partner of the partnership
- If the applicant is a society, then a director or a senior manager (as defined in the *Societies Act*)

The information requested on this form is collected by the Liquor Control and Licensing Branch under Section 26 (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.