



SPECIAL WINE STORE LICENCE
LICENCE APPLICATION FORM

Liquor Control and Licensing Form LCLB314

INSTRUCTIONS:

Use this form only if you have been invited to apply for a Special Wine Store Licence (SWSL). The complete SWSL application must be submitted within 60 days, with all required documents and fees. The specific date for providing your application will be noted in your application package. If your complete application is not received by this date you will no longer be eligible to apply for a SWSL. Late applications will not be accepted. You are encouraged to submit your application early to allow time for LCLB staff to review it for completeness prior to your deadline. Applications that are incomplete after the 60 day deadline will be terminated as required by LCLB Regulations. No exceptions are permitted. LCLB forms and supporting materials referred in this document can be found at www.gov.bc.ca/liquorregulationandlicensing. If you have questions about completing the form you are encouraged to contact the Liquor Control and Licensing Branch (LCLB) at 1-866-209-2111. Note: LCLB is reviewing fees and they are subject to change.

Part 1: Applicant Contact

The person named below will be LCLB's primary contact for the duration of the application process.

Name: [] Phone: [] Email: []

Part 2: Applicant Information

Applicant Name: []

Applicant Email: [] Applicant Phone: []

Applicant's 9-digit Business Number (BN9): []

Note: prior to licensing you must have a Canada Revenue Agency issued BN in the same legal name as the applicant.

Do you or any of your shareholders, have any connection, financial or otherwise, direct or indirect, with a distillery, brewery or winery?

Please check (X) one:

- [] No, I do not have any connection, financial or otherwise, directly or indirectly, with a distillery, brewery or winery.
[] Yes, I acknowledge a connection, financial or otherwise, directly or indirectly, with a distillery, brewery or winery. If Yes, provide details:

[]

Note: An authorized signing authority of an applicant can appoint a representative to interact with the branch on their behalf by completing form LCLB101 Add, Change or Remove Licensee Representative

Please check (X) Yes or No to each of the following:

- [] No [] Yes The applicant is the owner of the business in respect of which the licence is to be issued or will become the owner before the licence is issued.
[] No [] Yes At the time of application, the applicant is:
• The owner of or has an agreement to purchase the place or premises that will form the proposed establishment, or
• The lessee or has a binding offer to lease the place or premises that will form the proposed establishment.
[] No [] Yes At the time the licence is issued, the applicant will be:
• The owner of the place or premises that forms the establishment, or
• The lessee of the place or premises that forms the establishment (term no less than 12 months).

Part 3: Establishment Information

Location Address: []
Street City Postal Code

Property Identification Number (PID): []
Found on property tax notice or from Land Titles office.

Mailing Address:

If different than
location address.

Street	City	Province	Postal Code
--------	------	----------	-------------

Establishment Phone:

Business Email:

Local Police Jurisdiction:

Local Govt or First Nation:

Part 4: Required Business Documents

If you are applying as a private corporation, the following documents must be included with your application package. If the same company is applying for multiple SWSLs it not necessary to provide multiple copies of the required business documents.

- Certificate of Incorporation for the applicant company and any holding companies;
- Extra-Provincial Registration, if the applicant company is located outside of British Columbia;
- Central Securities Register for the applicant company and any holding companies;
- Notice of Articles for the applicant company and any holding companies;
 - o If the Notice of Articles does not indicate which classes of shares have voting privileges, you must also include the section of the company's articles of incorporation that provides this information.
- All shareholders (individuals) holding 10% or greater interest in the applicant corporation must submit:
 - o A completed Consent for Disclosure of Criminal Record Information (RCMPGRC3584) form;
 - o A completed Personal History Summary and Consent to Criminal Record Search (LCLB004) form, including any required documents as noted on the form;
 - o A legible copy of their government issued photo ID.

If the applicant is not a private corporation, or if shares of the applicant company are held by entities other than individuals or private companies (e.g. public company, partnership, etc.), please contact the LCLB to discuss application requirements.

Part 5: 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:

(last / first / middle)

Position:

(if not an individual)

Date:

(Day/Month/Year)

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*)

Part 6: Fees & Application Submission

Non-refundable Special Wine Store Licence application fee: \$2,200.

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 7: What Happens Next?

1. Your application package will be reviewed for completeness and you will be advised if any further documents are required for your application to be processed. You are encouraged to submit your application early to allow time for LCLB staff to review it for completeness prior to your deadline. Applications that are incomplete after the 60 day deadline will be terminated. No exceptions are permitted.
2. After it has been determined that your application package is complete and all requirements have been met, your application may be eligible for Approval in Principle (AIP). During the 12-month AIP period you are permitted to undertake any proposed construction or renovations.
3. You are responsible for obtaining appropriate zoning to operate a SWSL at your proposed location. Prior to issuing the licence, LCLB will require confirmation from your local government that appropriate zoning is in place. Please note that in addition to meeting LCLB requirements, you are responsible for obtaining all the required applications and permits from your local government to operate your SWSL.
4. A final inspection of the premises will be required when the establishment is ready to operate, and you must provide a security plan to your local inspector at least 30 days prior to the inspection. You will receive instructions for arranging the inspection with your AIP.
5. The licence may only be issued after the inspection and after all application requirements have been satisfied, including payment of \$2,200 for the first year licensing fee to LCLB, and payment of the full bidded amount to BC Auction.

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: /
(Month) (Year)

Signature: _____