Liquor and Cannabis Regulation Branch
400-645 Tyee Road, Victoria, BC V9A 6X5
Mail: PO Box 9292 Stn Provincial Govt, Victoria, BC V8W 9J8
Phone: 1 866 209-2111 Fax: 250-952-7066

OFF-SITE STORAGE NOTIFICATION FORM

Liquor and Cannabis Regulation Form LCRB027

INSTRUCTIONS:

- If you store or keep liquor in an off-site storage unit or warehouse, you must notify the branch of the storage location. An "off-site storage unit" is a place other than your establishment or manufacturing location.
- Complete all applicable fields then submit this notification form. You may complete this form online, then print and either mail or fax to LCRB (no fee is required). If you have any questions about this form please call the Liquor and Cannabis Branch (LCRB) toll-free at: 1 866 209-2111.
- Off-site liquor storage is not permitted for caterers and UBrew/UVin (Ferment-on-Premises) establishments.

Part 1: Application Contact Information

Contact Person: _____ (Last) _____ (Given Names)

Phone: _____ E-mail: _____

Part 2: Off-Site Storage Facility Information

Please provide the following information for each of your off-site storage facilities, including storage unit numbers if applicable. If you require more space please attach a separate sheet.

Site 1: I am ◯ adding (or) ◯ removing the following off-site storage facility address:

Physical address: _____ (Street) _____ (City)

for the following establishment:

Establishment name: _____ Licence #: _____

Site 2: I am ◯ adding (or) ◯ removing the following off-site storage facility address:

Physical address: _____ (Street) _____ (City)

for the following establishment:

Establishment name: _____ Licence #: _____

Site 3: I am ◯ adding (or) ◯ removing the following off-site storage facility address:

Physical address: _____ (Street) _____ (City)

for the following establishment:

Establishment name: _____ Licence #: _____

Site 4: I am ◯ adding (or) ◯ removing the following off-site storage facility address:

Physical address: _____ (Street) _____ (City)

for the following establishment:

Establishment name: _____ Licence #: _____

Part 3: 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 and Cannabis Regulation 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.