



Liquor and Cannabis Regulation Branch
 400-645 Tye 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
 Email: Liquor.Licensing@gov.bc.ca

REQUEST FOR SERVICES

*Copy of licences; validated floor plans; blueprints/
 photographs; rescheduled final inspection; additional
 documents; comfort letters*

Liquor and Cannabis Regulation Branch Form LCRB040

INSTRUCTIONS:

Complete all applicable fields then submit with payment as outlined in Part 4 of this form. You may complete this form on your computer, then print, or fill it in clearly by hand. If you have any questions about this application, email the Liquor and Cannabis Regulation Branch at LCRBliquor@gov.bc.ca. Submit your completed form to LCRB.Intake@gov.bc.ca.

Part 1: Organization making Request for Services

Establishment or Organization Name:

Establishment
 or Organization
 Mailing Address:

Street

City

Province

Postal Code

Contact Name:

Title/Position:

last / first / middle

Contact Phone:

Contact Fax:

Email:

Date (year/month/day):

Signature: _____

Part 2: Request for Services

Services requested (please check

Office use only

Job No. Misc. Rev _____

A) A copy or copies of the validated floor plan(s) for the following licence(s):

Licence numbers:

- A fee of \$30 per licence is required from anyone, including the licensee, requesting a copy of the floor plan(s).

B) Reproductions of establishment photographs and/or blueprints.

Licence numbers:

- A fee of \$30 per hour plus the cost of materials is required from anyone requesting copies. (Please contact LCRB for a cost estimate before submitting this form.)

- Please provide a description of the photographs and/or blueprints you are requesting:

C) A copy or copies of additional documents from a licence file, excluding establishment photographs and/or blueprints.

Licence numbers:

- A fee of \$30 per document is required from anyone requesting copies.

- Please provide a description of the additional documents you are requesting:

D) A comfort letter for the following licence(s). A comfort letter confirms if a licence is in good standing with the Branch. A fee of \$30 per licence is required.

Licence numbers:

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 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) (Year/Month/Day)

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 4: Fees (non-refundable)

Total Fee Submitted: \$

The Branch no longer accepts credit card information via email or fax. Don't write your credit card if emailing or faxing the form.

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 or fax and I will wait for a call back from a Branch agent. My phone number is included on this form and I understand that my application cannot proceed until the application fee is paid in full.

I am submitting my paper application by mail and have given my credit card information in the space provided at the bottom of the page.

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.

Credit Card Information (To be submitted by mail only)

Name of cardholder (as it appears on card):

Credit card number:

Expiry date:

(Month)

(Year)

Signature: _____