



Liquor and Cannabis Regulation Branch  
 Mail: PO Box 9292 Stn Provincial Govt, Victoria, BC V8W 9J8  
 Phone: 1 866 209-2111 Fax: 250-952-7066  
 Email: LCRB.Intake@gov.bc.ca

# REQUEST FOR SERVICES: A

*Copy of licence and licence documents  
 Document list in Appendix;*  
**Liquor and Cannabis Regulation Branch Form  
 LCRB040A**

**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 (LCRB) at [LCRB.Intake@gov.bc.ca](mailto:LCRB.Intake@gov.bc.ca). Submit your completed form to [LCRB.Intake@gov.bc.ca](mailto:LCRB.Intake@gov.bc.ca).

**Part 1: Organization making Request for Services: A**

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: A**

Services requested (please check 

Office use only

Job No. Misc. Rev \_\_\_\_\_

A copy or copies of documents from a licence file. Select the necessary documents in the checklist of **Part 5: Appendix**.

Licence number:

There is a flat fee of \$30 per form submission. **This form can only be used for one licence. Submit one form per licence.**

**Assistance over email and the phone**

For assistance and more information about the documents listed in the Appendix, please email [LCRB.Intake@gov.bc.ca](mailto:LCRB.Intake@gov.bc.ca).

For assistance over the phone, email your name and phone number to [LCRB.Intake@gov.bc.ca](mailto:LCRB.Intake@gov.bc.ca) to submit a call-back request.



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**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 LCRB 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
- 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 LCRB no longer accepts credit card information by 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 an LCRB 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: \_\_\_\_\_

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## Part 5: Appendix of routinely released documents

Check the box(es) of the Liquor and Cannabis Regulation Branch (LCRB) record(s) you are requesting from the list.

For assistance and more information about these documents, email [LCRB.Intake@gov.bc.ca](mailto:LCRB.Intake@gov.bc.ca).

### **Floor Plans, Maps, Site Plans & Occupant load**

- Fire bylaw approval (occupant load)
- Floor plans – certified true copy
- Floor plans – proposed – not approved
- Maps
- Occupant load information
- Plans (site, elevation, etc.)
- Blueprints (\$30.00/hr)

### **Application Forms**

- Application Checklist
- Agent Licence – new licence
- Food Primary licence – new licence
- Liquor Primary licence – new licence
- Liquor Primary Club licence – new licence
- Licensee Retail Store licence – new licence
- Manufacturer licence – new licence
- Manufacturer off-site storage
- Permanent licence changes – ALL types
- Sales representative – (made obsolete after 2003)
- Structural changes – ALL
- Temporary changes – ALL
- Transfer of Licence– ALL
- Transfer of Location (relocation) – ALL
- Ubrew/UVin – ALL

### **Additional Licence Docs**

- Business Plan or Prospectus
- Buy – Sell agreements (LCLB037)
- Captain's Accreditation – Motor Vessels only
- Final Inspection Report
- Inspection Interview Sheet
- Kitchen equipment list
- Lease
- Menus
- Off-site wine store appointments – prior to 2007
- Photos – exterior & site
- Photos – interior
- Zoning Information

### **Appeals of Licensing Decisions**

- Decisions of
  - Liquor Appeal Board (LAB)
  - Judicial Review
- Submissions to LAB or Judicial Review by LCRB

### **Corporate Documents/Ownership**

- Certificate of Incorporation
- Licence Ownership – current
- Licence Ownership – previous
- Licence Ownership -proposed
- Register of Directors or Members – current owner
- Register of Directors or Members – previous owner
- Sharesheets – current owner
- Sharesheets – previous owner

### **Correspondence / Letters**

- Acknowledgement of new application letter
- Agent authorization letter from manufacturer/importer
- Approval In Principal (AIP) letter
- Cancellation – letter from LCRB to licensee
- Correspondence *from* applicant, or their representative to LCRB
- Correspondence from Local Government or First Nations to LCRB (not including resolutions)
- Correspondence from private individuals
- Correspondence to and from 3<sup>rd</sup> part organizations
- Correspondence – internal, LCRB
- Correspondence to applicant from LCRB
- Correspondence between Legal Counsel for Ministry and LCRB
- Dormant licence – letter of intent from LCRB
- Dormant licence – request for information from Licensee
- Dormant licence notice – letter of dormant status from LCRB
- Notice to Reinstate Dormant Licence – letter of reinstatement from LCRB
- Exercise of Discretion letter
- Final Approval letter
- Incomplete Application letter to applicant from LCRB
- Letter of Intent
- Resolutions from Local Government or First Nations
- Second stage letter (preliminary considerations of the applicant)
- Second stage letter (preliminary considerations of the location)

### **Criminal Records & Compliance History documents**

- Compliance History Summary Request Report
- Consent for Disclosure of Criminal Records Information
- Criminal Record or, Report of criminal activity of applicant from RCMP or Police
- Fingerprint Request to RCMP & information to expedite clearance
- Fingerprinting -request for fingerprints of applicant – letter
- Personal History Summary and Consent for Criminal Records Search
- Statutory Declarations

### **Decision Letters – Licensing ONLY**

- Decision letter – approved – other than Deputy General Manager (DGM) letters
- Decision letters from DGM of Licensing
- Decision letter – not approved – Fit and Proper reasons
- Decision letter – approved – site or community assessment
- Decision letter – not approved – site or community assessment

### **Denied, Suspended or Terminated Licence application – Associated Documents**

- Denied for reasons of “Fit and Proper” – see comments
- Denied for reasons of Fit and Proper – see comments
- Denied for reasons of Site or Community Assessment

### **Denied, Suspended or Terminated licence application – Letters & Associated Documents**

- Suspension letter – administrate (licensing suspension)
- Suspension documents – documents supporting decision to suspect
- Reinstatement of licence
- Terminated Application – letter confirming application terminated as requested by applicant
- Terminated Application – letter advising application is terminated

### **Licence & Renewal documents from POSSE database**

- Expiry Notice – from LCRB to Licensee
- Licence copies – current or previous
- Licence – certified true copy
- Renewal notices
- Renewal notices – late

### **Liquor Licensing Committee (LLC)**

- Agenda – for hearing
- Decision letter – approval
- Decision letter – denial
- Exhibits
- Exhibits log
- Hearing notification
- Panel record of decision

**Pre-site, Pre-Clearance Approval or Site and Community Assessment (aka PSA, PCA or SCA) & Staff Reports**

- Written decisions routing slip – Liquor Licensing Committee
- Final Inspection Report
- Inspector’s staff reports – for licensing purposes
- Correspondence regarding extensions

**UBrew/UVin & Manufacturers**

- Ubrew/UVin Semi-annual and annual reports – obsolete
- Winery Semi-annual and annual reports – obsolete

**Special Event Permit (SEP)**

- Application for exemption
- Exemption approval letter
- Financial report of SEP event
- Other SEP documents not mentioned above

**Grain Alcohol Permits**

- Permits & approved/denied correspondence / emails / faxes/ professional or business certificates

**Section 62 Non-beverage alcohol includes culinary wine and medicinal (potable and non-potable)**

- Letters/ documents/ bills of lading / invoices/ customs control documents
- List of exempted products