



Liquor and Cannabis Regulation Branch
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DORMANCY NOTIFICATION FORM

Liquor and Cannabis Regulation Branch Form LCRB132

INSTRUCTIONS:

Complete all applicable fields and submit to the address above. You may complete this form online, then print. If you have any questions about this form, call the Liquor and Cannabis Regulation Branch (LCRB) toll-free at: 1 866 209-2111.

If you are planning to close your establishment for 90 days or longer, you must report this closure to the branch within 10 days of the closure. You must also notify the branch when you plan to resume regular operations. The notification requirement does not apply to seasonal closures.

If your establishment is dormant for 2 years or more, the licence will be cancelled unless one of the exceptions in s.92.1 of the Liquor Control and Licensing Regulation applies: http://www.bclaws.ca/civix/document/id/complete/statreg/241_2016#section92.1.

A minimum six-month operating period between periods of dormancy is required to reset the two-year dormancy period.

Note to manufacturers: please note that dormancy does not negate minimum production requirements set out for your licence type. Contact LCRB to discuss your circumstance prior to submitting this form.

Part 1: Establishment/Licensee Information

Establishment Name: Licence Number:

Licensee Name:

Tel: E-mail:

Mailing Address:

Street City Province Postal Code

Part 2: Establishment Closing

Last day establishment was open for business:
 Year/Month/Day

Establishment Status:

- Physical structure exists
- Physical structure does not exist

Reason for dormancy:

- Planned renovation
- Planned rebuild
- Establishment destroyed by fire, flood, etc.
- Other - please provide additional information below

Note: If renovating/rebuilding, you must also submit an application for a structural change. LCRB approval is required in advance of construction and reopening your establishment.

Part 3: Establishment Re-opening

(Complete this section, only when notifying LCRB of the re-opening of your establishment.)

Re-opening Date:
Year/Month/Day

Hours you intend to operate:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Close	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Proof of valid interest (lease or land title) is required - attach a copy when submitting this form.

Part 4: Declaration

The licensee confirms the licensed service area will not be used for any other purpose during the dormancy period, unless specifically permitted on the terms and conditions of your licence.

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: (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*)

If an authorized signatory has completed the **Add, Change or Remove Licensee Representative** form (LCRB101) 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 (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.