



INSTRUCTIONS: Complete all applicable fields, attach required documents and submit with payment as outlined in Part 10. You may complete this form one of three ways: 1) at your computer, then print; 2) by hand - print clearly using dark ink; or 3) online through the OneStop business registry at: <http://onestop.gov.bc.ca>

- If you have any questions about completing this application, call the Branch toll-free at: **1-866-209-2111**
- Allow 4 to 6 weeks for LCLB to review and process your application.
- LCLB forms and supporting materials which may be referred to in this document can be found at: www.pssg.gov.bc.ca/lclb

PART 1: Application Contact Information

The applicant authorizes the person below to be the primary contact for the duration of the application process only.

Name: Phone number:
Fax number: E-mail address:

PART 2: Applicant Information (Legal Entity)

Office use only

Job No. (new)

Name: Business Number*:
Mailing address:
(All correspondence will go to this address) Street City Province Postal Code
Phone number:
Fax: E-mail:

The applicant authorizes its shareholder, director or partner below to be the primary contact for the licence, if approved.

Contact Name: Phone:

***NOTE:** Prior to licensing applicants must have a Canada Revenue Agency issued **Business Number** in place in the legal name of the applicant for the liquor licence. This is the first 9 digits of your 15 digit GST/HST registration number. If you don't have a GST/HST registration number, you can apply for one through the Canada Revenue Agency at <http://www.cra-arc.gc.ca>.

Do you or any of your shareholders currently hold, have held, or have previously applied for a British Columbia liquor licence? Please check (☒) one:

- ☐ **No**, I do not currently hold - and have never held or applied for - a British Columbia liquor licence.
- ☐ **Yes**, I currently hold a British Columbia liquor licence, or I have held or applied for one in the past. If **Yes**, provide details of current or previous licence(s) or previous applications (date held, licence #(s), location, type of licence and name of establishment(s)) :

Do you hold a Rural Agency Store Appointment? Please check (☒) one:

- ☐ **No**, I do not currently hold a Rural Agency Store Appointment.
- ☐ **Yes**, I currently hold a Rural Agency Store Appointment.

Do you, or any of your shareholders, have any connection, financial or otherwise, direct or indirect, with a UBrew/Uvin, distillery, brewery or winery? Please check (☒) one:

- ☐ **No**, I do not have any connection, financial or otherwise, directly or indirectly, with a UBrew/Uvin, distillery, brewery or winery.
- ☐ **Yes**, I acknowledge a connection, financial or otherwise, directly or indirectly, with a UBrew/Uvin, distillery, brewery or winery. If **Yes**, provide details:

PART 3: Type of Business

There are six types of businesses identified here. Choose (☑) the type of business used to operate your restaurant. Beneath the type of business you indicate are a list of documents to submit with this application.

☐ Society

The society's annual membership fee is: \$ The society has members.

The following documents are required and must be attached to this application:

- ☐ Certificate of Incorporation under the Society Act,
- ☐ current list of officers and directors,

Plus the top four executive officers must submit:

- ☐ a completed Consent for Disclosure of Criminal Record Information (RCMP GRC3584) form, and
- ☐ a completed Personal History Summary and Consent to Criminal Record Search (LCLB004) form and required documents noted on form.

☐ Partnership

Please check (☑) if you are a ☐ Registered Partnership or a ☐ Non-Registered Partnership

List Partners in the space provided below:

PARTNER 1: Percentage of Ownership: Legal Name:

PARTNER 2: Percentage of Ownership: Legal Name:

PARTNER 3: Percentage of Ownership: Legal Name:

PARTNER 4: Percentage of Ownership: Legal Name:

If there are more than four partners, provide same information for other partners on separate sheet and attach. If one or more of the partners are a private corporation, a public corporation or a society, submit all the documents listed under that business type with this application.

Plus, each partner (individual) must submit:

- ☐ a completed Consent for Disclosure of Criminal Record Information (RCMP GRC3584) form,
- ☐ a completed Personal History Summary and Consent to Criminal Record Search (LCLB004) form and required documents noted on form.

For a registered partnership the following documents are required and must be submitted with this application:

- ☐ Statement of Registration of General Partnership, OR
- ☐ Partnership Agreement or Joint Venture Agreement.

☐ Private Corporation

The following documents are required for this type of business and must be submitted with this application:

- ☐ Certificate of Incorporation,
- ☐ Extra-provincial registration, if your business is located outside British Columbia,
- ☐ Central Securities Register,
- ☐ Notice of Articles, and
- ☐ Special Rights and Restrictions within the articles of incorporation that detail the class and types of shares and whether or not each class or type of share has voting privileges (if the information is not already included in the Notice of Articles).

And, if one of the shareholders is a private corporation, a public corporation, a society or a partnership, submit all the documents listed under that business type.

Plus, all shareholders (individuals) holding 10% or greater interest in the applicant corporation must submit all the documents listed:

- ☐ a completed Consent for Disclosure of Criminal Record Information (RCMP GRC3584) form,
- ☐ a completed Personal History Summary and Consent to Criminal Record Search (LCLB004) form and required documents noted on form.

Note: Shareholders (individuals) holding less than 10% interest in the applicant corporation must provide their full legal name and date of birth in the space provided below or on a separate sheet of paper.

☐ **Public Corporation**

Check box (☑) if your shares are publicly traded: ☐

The following documents are required for this type of business and must be submitted with this application:

- ☐ Certificate of Incorporation,
- ☐ Extra-provincial registration, if your business is located outside British Columbia, and
- ☐ List of Directors and Officers.

Plus, for the four top executive officers in your public corporation, attach:

- ☐ a completed Consent for Disclosure of Criminal Record Information (RCMP GRC3584) form,
- ☐ a completed Personal History Summary and Consent to Criminal Record Search (LCLB004) form and required documents noted on form.

☐ **Sole Proprietorship**

The sole proprietor must submit the following documents with this application:

- ☐ a completed Consent for Disclosure of Criminal Record Information (RCMP GRC3584) form,
- ☐ a completed Personal History Summary and Consent to Criminal Record Search (LCLB004) form and required documents noted on form.

☐ **Other**

This includes entities incorporated through Federal or Provincial legislation. Examples: Local Government, First Nations, colleges, universities, etc. Contact the branch to discuss documentation requirements.

PART 4: Establishment Proposal

NOTE: Signs should not be ordered prior to approval of the establishment's name by the Liquor Control and Licensing Branch.

Proposed establishment name:

Establishment physical address:
Street City Province Postal Code

Legal description of site:
(Legal description and parcel identifier (PID) or Strata Plan number of the establishment site, found on property tax notice or from Land Titles office)

Establishment Phone: Establishment Fax:

Business e-mail:

Hours of Liquor Service:

Hours of liquor service are permitted between 9:00 am and 4:00 am on the same business day. **For hours of liquor service past midnight, you will require local government / First Nations approval.** See Part 8 and 9 of this application form for more details.

Indicate your requested hours of liquor service below (must be between 9:00 am to 4:00 am of the same business day):

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 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"/> |

Entertainment Endorsement:

If you are applying for an entertainment endorsement, please check (A) below or (B) on the next page and complete the appropriate section.

☐ (A) **Patron Non-Participation** entertainment endorsement (musicians, etc.) Note: All forms of entertainment must end by 1:00 AM.

☐ Describe in detail what kind of entertainment you propose and where it will take place within your restaurant.

☐ (B) **Patron Participation** entertainment endorsement (dance floor, sing-alongs) Note: All forms of entertainment must end by 12 midnight.

☐ Describe in detail what kind of entertainment you propose and where it will take place within your restaurant.

Note: Patron participation requires local government/First Nations approval (See Part 8 and Part 9).

Restaurant Lounge Endorsement:

Only food primary establishments with an occupant load of 50 persons or greater may apply for a restaurant lounge endorsement. A restaurant lounge is a separate area within the food primary establishment that is visually distinct from the main dining area and where patrons may order a drink without the intent of ordering a meal. Minors must be accompanied by an adult in the lounge area and signage at the entrance of the lounge must explain this requirement.

The maximum seating capacity of the restaurant lounge is 20 percent of the primary interior dining occupant load or 40 seats, whichever is less. Two areas may comprise the lounge, each equal to the total approved restaurant lounge capacity, and one area must be on a patio.

Example: Occupant load is 100 x 20 percent = 20. 20 is less than 40, therefore 20 seats may be assigned to an interior or patio lounge, or both (20 interior and 20 patio), but no more than 20 people can occupy the two lounge areas at one time.

Are you applying for a Restaurant Lounge Endorsement? Yes ☐ No ☐

☐ Calculate the maximum permitted restaurant lounge capacity below:

Occupant load of the primary dining indoor area
of the restaurant as shown on your floor plan:
(not including banquet rooms or patios)

x 20% (or x 0.20) =

☐ Proposed restaurant lounge capacities, if planning to create two areas: Interior Lounge: Patio Lounge:

☐ Indicate on the floor plan you submit with this application where the lounge area(s) will be.

☐ Describe the location of the lounge area(s) as well as the proposed number of seats:

☐ Describe how the lounge area(s) is/are visibly distinct from the main dining area ? (i.e., different flooring, different styles of furniture, seating only at bar, etc.):

Patios:

The licensing of an outdoor patio must be approved by the Liquor Control and Licensing Branch. The applicant is responsible for complying with any local bylaws relating to a licensed establishment patio.

Are you applying for a patio to be part of the licensed area? Yes ☐ No ☐

☐ The patio occupancy load must be marked on the floor plan by provincial (or designate) fire or building authorities as a separate occupant load or clearly stated that the occupancy load for the patio will be "taken from inside".

☐ Occupant Load from floor plan Patio 1: Patio 2:

☐ Indicate on the floor plan you submit with this application where the patio area will be. The floor plans must have sufficient detail to be acceptable to the branch.

Provide the following information:

1. Describe the patio perimeter that is designed to control entry/exits (i.e., railing, fencing, planters, hedges, etc.):

2. Will your servers have to carry liquor through unlicensed areas to get to the patio? ☐ Yes ☐ No If Yes, please explain:

3. Is the patio located immediately adjacent or contiguous to the interior licensed area? ☐ Yes ☐ No If No, please explain:

4. Describe how your staff will manage and control the patio from the interior licensed area:

5. Will the patio have a fixed or portable liquor service bar? ☐ Yes ☐ No

6. If "No", will liquor be served from the interior service bar? ☐ Yes ☐ No

Catering Endorsement

A food primary applicant may apply for a catering endorsement if they wish to be licensed to transport and sell liquor at catered events where they have been hired to provide food service. The catered events must be hosted by other people and must take place outside the 'red-lined area' (the area where liquor is sold, served and consumed) and generally away from the establishment. The caterer must be present for the duration of a catered event. Licences with a catering endorsement are subject to an annual licensing fee of \$100 in addition to the annual renewal fees.

To qualify for an endorsement the applicant must demonstrate at the time of inspection:

- Catering service is focused on the preparation and serving of food.
- The applicant has the personnel and infrastructure necessary to prepare and serve food at events hosted by others. This includes a requirement to have a full commercial kitchen at the applicant's existing licensed establishment.

Are you applying for a catering endorsement? ☐ Yes ☐ No

If "Yes", please provide the following information:

1. Your kitchen should be equipped with commercial appliances including a range, oven, refrigerator and dishwasher and also have food storage and food preparation areas. Describe the kitchen equipment you have at your establishment for catering services.

2. Equipment must also be available to transport and serve food to catered events away from your establishment (off-site). Describe the equipment you have to provide catering services off-site.

3. Who are the target clients for your catering service? Provide examples.

4. What types of events do you plan on providing catering services for? Provide examples.

5. Catered events cannot be held within the licensed areas of the establishment. What type of locations (venues) do you anticipate providing catering services at? Provide examples.

NOTE: If a licence is approved with a catering endorsement, **the licensee must notify LCLB of all catered events** (except in private residences) using OneStop (www.bcbusinessregistry.ca). Some events may require approval from LCLB before the catered event can take place. Further information about how to notify LCLB will be provided by your local liquor inspector when they complete their final inspection.

PART 5: Resident Manager

A licensee who does not reside in BC or who will not be present to manage the day to day business must hire an individual to manage the establishment. The resident manager must be an employee of the licensee, a resident of BC, a Canadian citizen or lawfully admitted to Canada under the Immigration and Refugee Protection Act (Canada) for permanent residence, and must be 19 years of age or over.

Will you employ a resident manager to operate your licence? Please check (☒) one:

☐ **No**, I will not employ a resident manager to operate my licence.

☐ **Yes**, I will employ a resident manager to operate my licence. If **Yes**, provide details:

Legal Name of Resident Manager:

(Last)

(Given Names)

Submit the following documents for the resident manager with this application:

☐ a completed Consent for Disclosure of Criminal Record Information (RCMP GRC3584) form,

☐ a completed Personal History Summary and Consent for Criminal Record Search (LCLB004) form and required documents noted on form.

PART 6: Additional Requirements and Information

- ☐ **Floor Plans:** Provide one legible reduced 8.5" x11" copy of the floor layout plan detailing furniture and equipment layout of the entire establishment. The **occupant load** on the establishment **must** be clearly marked/stamped ON the plans by provincial (or designate) fire or building authorities. An alternate qualified architect or design professional may be used in locations where building and fire authorities do not have jurisdiction to provide an occupant load and written acknowledgement by local government/First Nations is provided.

Floor plans should meet the following requirements:

- ☐ OCCUPANT LOAD(S) MUST BE CLEARLY MARKED/STAMPED ON THE PLAN
 - ☐ provide dimensions of room sizes, partial height walls, planters, etc.
 - ☐ main entrance/exits, access points
 - ☐ indicate the proposed unlicensed areas
 - ☐ stairs showing direction of travel
 - ☐ all rooms labelled for intended use including washrooms, kitchen, storage, bars, restaurant lounges, patios, furniture layout of tables, chairs, barstools, dance floors and stairs clearly marked, plus kitchen equipment and large appliances clearly labelled.
- ☐ **Signage:** provide a sketch of the proposed establishment signage. Signs and establishment name are subject to LCLB approval
- ☐ **Gaming Facilities:**
If your liquor licence is located at a commercial casino, community gaming centre or bingo hall you must provide in addition to the above:
- ☐ a letter of support from the British Columbia Lottery Corporation (BCLC).

☐ **Motor Vessels:**

If your liquor licence is located on a motor vessel you must provide in addition to the above:

- ☐ a legible copy of the captain's accreditation certificate.
- ☐ a legible copy of registration and safety certificates.
- ☐ floor plan, which must show public access areas, kitchen/food services area and washroom facilities.

The valid interest declaration signed on Part 7 of the application indicates you have a moorage contract in place for a period of at least 12 months from the date the liquor licence is issued.

☐ **Aircraft and Trains:**

If your liquor licence is located on an aircraft or a train you must provide in addition to the above:

- ☐ floor plans submitted must show public access areas, kitchen/food services area and washroom facilities

☐ **Third party operator:**

If you are intending to have a third party operator run your business on your behalf, complete *Third Party Operator Application* (LCLB026) and submit completed application with your application for a new food primary licence.

Note: At the time of final inspection, the liquor inspector will confirm that your establishment meets the requirements of a food primary licence by verifying the following:

- Menus have a varied selection of food items, including both appetizers and main course, or their equivalent and are available at all times liquor is being served.
- Kitchen equipment is sufficient to prepare the food items listed on the menu.
- Flatware, china and other table accessories are sufficient to accommodate the number of patrons in your establishment (disposable dishes and flatware do not meet this requirement).
- Furnishing and lighting is suitable for dining and table service.

If you have applied for a catering endorsement, at the time of final inspection, the liquor inspector will confirm that your business location meets the requirements of a catering licence by verifying the following eligibility requirements:

- Catering service is focused on the preparation and serving of food.
- The applicant has the personnel and infrastructure necessary to prepare and serve food at events hosted by others. This includes a requirement to have a full commercial kitchen at the applicant's existing licensed establishment.

If at the time of final inspection the liquor inspector is not satisfied with the above requirements, you may be required to make changes and schedule a second (2nd) inspection to confirm you meet the licensing requirements. **A fee of \$200 will be charged if a second (2nd) inspection is required.**

PART 7: Declaration of Signing Authority Including Valid Interest

My signature, as Applicant, indicates that, with respect to the establishment:

- I am the owner of the business to be carried on at the establishment or the portion of the establishment to be licensed.
- I am the owner or lessee of the establishment or portion of the establishment to be licensed. If I have an option/offer to lease the establishment, or portion of the establishment to be licensed, prior to a licence being issued, I will obtain a completed lease that will not expire for a minimum of 12 months after the date the licence is issued.
- I understand that the general manager has the right to request the following documentation supporting valid interest at any time and I agree to provide the requested documentation in a timely manner upon request:
 - If the applicant owns the property, a Certificate of Title in the applicant's name.
 - If the applicant is renting or leasing, a fully executed lease or assignment/offer of lease which does not expire for at least 12 months from the date the licence is issued. An offer for rent/lease must show rent paid, have a term and an expiry date and be signed by both the applicant and the property owner.
 - If the applicant is buying the land and the building(s), a copy of the offer or option to purchase the property and building(s). An offer must show price paid, have a term and expiry date, and be signed by both the applicant and the property owner.
- I understand that loss of valid interest at any time while holding a licence is reason for the general manager to consider cancelling the licence.
- I understand that I must advise the branch immediately if at any time the potential exists to lose valid interest either during the licensing process or once a licence has been issued.
- I understand that the name(s) on documentation demonstrating valid interest must be identical to the applicant names(s).
- As the licensee, I will be accountable for the overall operation, for all activities within the establishment and will not allow another person to use the licence without having first obtained a written approval from the general manager.
- For licensees with a catering endorsement: I will be accountable for the overall operation, for all activities at catered events and will not allow another person to use the licence without having first obtained a written approval from the general manager.
- I understand that a licence can only be renewed if I am the owner of the business carried on at the licensed establishment and I am the owner or lessee of the licensed portion of the establishment.
- **I solemnly declare that the statements in this declaration and all the application documents are true and complete to the best of my knowledge.**

Signature of any shareholder of a private corporation, signing officer of a public corporation or society, sole proprietor or all individuals in a partnership is required below:

Note: An agent, lawyer, resident manager or third party operator may not sign the declaration on behalf of the applicant.

Name of Official: Position: Date:
(last / first / middle) (Day/Month/Year)

Signature: _____

Name of Official: Position: Date:
(last / first / middle) (Day/Month/Year)

Signature: _____

Name of Official: Position: Date:
(last / first / middle) (Day/Month/Year)

Signature: _____

Name of Official: Position: Date:
(last / first / middle) (Day/Month/Year)

Signature: _____

Section 15(2) of the Liquor Control and Licensing Act states: "A person applying for the issue, renewal, transfer, or amendment of a licence who fails to disclose a material fact required by the form of application or makes a false or misleading statement in the form of application commits an offence."

False declaration of valid interest is reason for the general manager to consider terminating the licence application and/or cancelling the licence.

PART 8: Local Government / First Nation Resolutions: Information for the Applicant

The following require a resolution from your local government or First Nation, commenting on the application.

- Patron participation entertainment endorsement.
- Liquor service past midnight.

NOTE: If you are applying for patron participation or liquor service past midnight, your application will take longer to process. You may wish to move forward with your new food primary application and apply for these changes at a later date by completing an *Application for a Permanent Change to a Liquor Licence* (LCLB005b) and submit the required fees.

Licensee responsibilities:

- ☐ Complete this application form.
- ☐ **Request your local government/First Nation sign and date Part 9 of this form.**
- ☐ Provide a legible photocopy of this form to the local government/First Nation and request that a resolution be provided within 90 days and sent directly to the Liquor Control and Licensing Branch, Victoria Head Office.
- ☐ Send the original form and application fees to the branch.
- ☐ The Liquor Control and Licensing Branch will follow up with the local government/First Nation if a resolution has not been received by the branch within 90 days of the local government's receipt of your request.

Your local government/First Nation may decide that it does not wish to provide comment on your change request. However, they must still provide a resolution stating this decision and this resolution must be submitted to the Liquor Control and Licensing Branch.

For more information on resolutions regarding B.C. liquor licenses, please visit the LCLB Web site publication index to consult the guide *Role of Local Government and First Nation* at <http://www.pssg.gov.bc.ca/lclb/publications/index.htm>

PART 9: Local Government/First Nation Confirmation of Receipt of Application

This application serves as notice from the Liquor Control and Licensing Branch (LCLB) that an application for a new food primary licence is being made within your community that is requesting hours of liquor service past midnight and/or patron participation. Please provide the following information:

Name of Municipality/
Regional District/First Nation:

Name of authorized representative:

Position:

Phone # with area code and extension:

Important Note:

The resolution must comment on whether the late hours or patron-participation entertainment may result in the restaurant being operated in a manner that is contrary to its primary purpose (serving food).

Signature: _____

Date:
Month/Day/Year

The Liquor Control and Licensing Branch (LCLB) requests that a resolution commenting on the application be sent to the LCLB Victoria Head Office within 90 days of the above date of receipt.

To comply with section 53 of the Liquor Control and Licensing Regulation, this resolution must:

- Comment on the following regulatory criteria:
 - the potential for noise if the application is approved;
 - the impact on the community if the application is approved; and
 - whether the amendment may result in the establishment being operated in a manner that is contrary to the primary purpose (provide comments only if the application is from a food-primary licence for an extension of hours of liquor service past midnight or the addition of patron participation entertainment.
- Indicate whether or not the views of residents were gathered, and if not, provide reasons why they were not gathered (residents include residents and business owners).
- If the views of residents were gathered explain:
 - the views of the residents;
 - the method used to gather the views of the residents; and
 - comments and recommendations with respect to the views of residents.
- Provide recommendation as to whether the amendment should be approved.

You may refer to and attach any report presented by an advisory body or sub-committee to the council or board.

If more than 90 days is required to provide a resolution, please contact the branch to make a request to the general manager for an extension. If the local government/First Nation decides not to provide comment, a resolution indicating this decision must be provided to the branch. Please be advised that if the LCLB does not receive a resolution or a request for an extension within 90 days, the general manager is authorized to review the application without a resolution and make a decision about the application.

For more information on resolutions regarding B.C. liquor licences, please visit the LCLB website publication index to consult the guide *Role of Local Government and First Nation* at <http://www.pssg.gov.bc.ca/lclb/resources/>.

PART 10: Application Fee - \$475.00 (non refundable)

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
- ☐ VISA ☐ MasterCard ☐ AMEX

If paying by credit card, please provide credit card details below . . .

Credit card Number: Expiry Date: /

Name of cardholder (as it appears on card):

Signature: _____

Or you may send in the application without credit card information, but you must telephone LCLB Head Office directly to provide the credit card number details. If so, please confirm by checking the box below:

- ☐ I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 to provide credit card information and understand that **no action can proceed with my application until the application fee is paid in full.**

Note: At the conclusion of your inspection, a \$475 licence fee is required for the first year of licensing. This fee must be received prior to issuing final licence approval.

Liquor Control and Licensing Branch

Location: 4th Floor, 3350 Douglas St., Victoria BC V8Z 3L1

For Mail Only: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8

Phone: 250 952-5787 **Fax:** 250 952-7066 **Web:** www.pssg.gov.bc.ca/lclb **E-mail:** liquor.licensing@gov.bc.ca

IMPORTANT NOTE: Your COMPLETE application package must contain this application form with responses in all the applicable fields, all the required documentation AND the full fee. If your application is submitted incomplete, it will cause a delay in processing your application and, therefore, your ability to sell liquor.

Freedom of Information and Privacy Act - The information requested on this form is collected for the purpose of obtaining or making changes to a liquor licence application. All personal information is collected under the authority of Section 15 of the Liquor Control and Licensing Act (RSBC 1996, c.267). Questions should be directed to: Liquor Control and Licensing Branch, Freedom of Information Officer, PO Box 9292 STN PROV GOVT, Victoria, BC V8W 9J8. Ph: In Victoria, 250 952-5787 Outside Victoria, 1 866 209-2111. Fax: 250 952-7066

PART 11: Is your Application Package Complete?

Note: An application must be complete before it can be processed.

Please ensure you have enclosed the following:

- ☐ Completed signed new food primary application.
- ☐ Application fee for new food primary application (see Part 10).
- ☐ Completed *Consent for Disclosure of Criminal Record Information* (RCMP GRC3584) for all required individuals. (Please note, you must complete Part 1, 4 and 5 of the *Consent for Disclosure* form and all category boxes must be initialised in section 5.) Refer to the LCLB web page for information on criminal record searches:
http://www.pssg.gov.bc.ca/lclb/LLinBC/criminal_record_search.htm
- ☐ Completed *Personal History Summary and Consent to Criminal Record Search* (LCLB004) forms for all required individuals.
- ☐ Statutory Declaration must be completed by all individuals that answered "Yes" to 2, 3 or 10 in the *Personal History Summary and Consent to Criminal Record Search* form (LCLB004).
- ☐ Driver's abstract (driving record) by all individuals that answer "Yes" to 9 or 10 in the *Personal History Summary and Consent to Criminal Record Search* form (LCLB004).
- ☐ A legible copy of primary proof of identity for each of the above individuals. Acceptable photo identification includes a driver's licence from a Canadian jurisdiction, passport or BCID card.
- ☐ Relevant business documents as identified in Part 3 of this application form. These documents will vary according to applicant type: public corporation, private corporation, partnership, sole proprietorship, society or other.
- ☐ Legible copy of floor plan with occupant load stamped/marked on the floor plan.
- ☐ A sketch of proposed establishment signage. Signs and establishment name are subject to LCLB approval.
- ☐ A letter of support from BCLC if your liquor licence is located inside a gaming facility.
- ☐ Captain's accreditation, registration and safety certificates if your liquor licence is located on a motor vessel.

In addition have you:

- ☐ Applied for or provided a CRA (Federal) Business number (9 digits).
- ☐ Obtained required Serving it Right certification.

PART 12: What Happens Next?

1. You must submit a complete application package and fee to Victoria Liquor Control and Licensing Branch Head Office.
2. The Liquor Control and Licensing Branch (LCLB) staff will review the application package for completeness and will advise you of any information/documentation required before the application can be considered complete.
3. If the application is incomplete it will be returned to you by mail with a letter identifying the missing document(s). You will be asked to resubmit a completed application within 45 days or the new food primary application will be terminated and you will have to re-apply and pay the application fees.
4. If the branch is waiting for a resolution from your local government or First Nation, commenting on a request for late hours of liquor service or patron participation entertainment, your application package will be held for up to 90 days or until the Local government responds.
5. When all documents are received, LCLB staff will review the resolution (if applicable) and the application for eligibility. If application requirements have been met, the applicant will be asked to contact the inspector for an interview/final inspection once construction is fully completed. Before contacting the inspector for the interview/final inspection, the applicant must have the inspector interview letter and a legible copy of the floor plan.

NOTE: The applicant must contact the local area inspector to arrange for a final inspection by the date noted on the letter (30 days from the date on the letter). If the inspector is not contacted to arrange for a final inspection or for an extended time, the application will be terminated.

6. At your final inspection, the inspector will verify that your establishment meets the requirements for a food primary licence and, if applicable, a catering endorsement, by reviewing the menu, the kitchen equipment and the general layout of your establishment. If the inspector is not satisfied your establishment meets the requirements of a food primary licence and, if applicable, a catering endorsement, you may be asked to make changes and schedule a second (2nd) inspection to confirm you meet the requirements of a food primary licence and, if applicable, a catering endorsement. **A fee of \$200 will be charged if a second (2nd) inspection is required.**
7. At the conclusion of your inspection, you will be asked to submit a licence fee to the Victoria Branch of \$475 for your first year of licensing.
8. When Victoria LCLB receives your licence fee and the final inspection report, LCLB will review the information and ensure any outstanding issues are addressed (i.e. does applicant have a valid Business Number (BN9)).
9. When all outstanding issues are addressed, a new licence and a copy of the approved red lined floor plan will be issued from Victoria LCLB and sent by mail to the applicant.