

## LOCAL GOVERNMENT COMMENT ON LIQUOR LICENCE APPLICATIONS

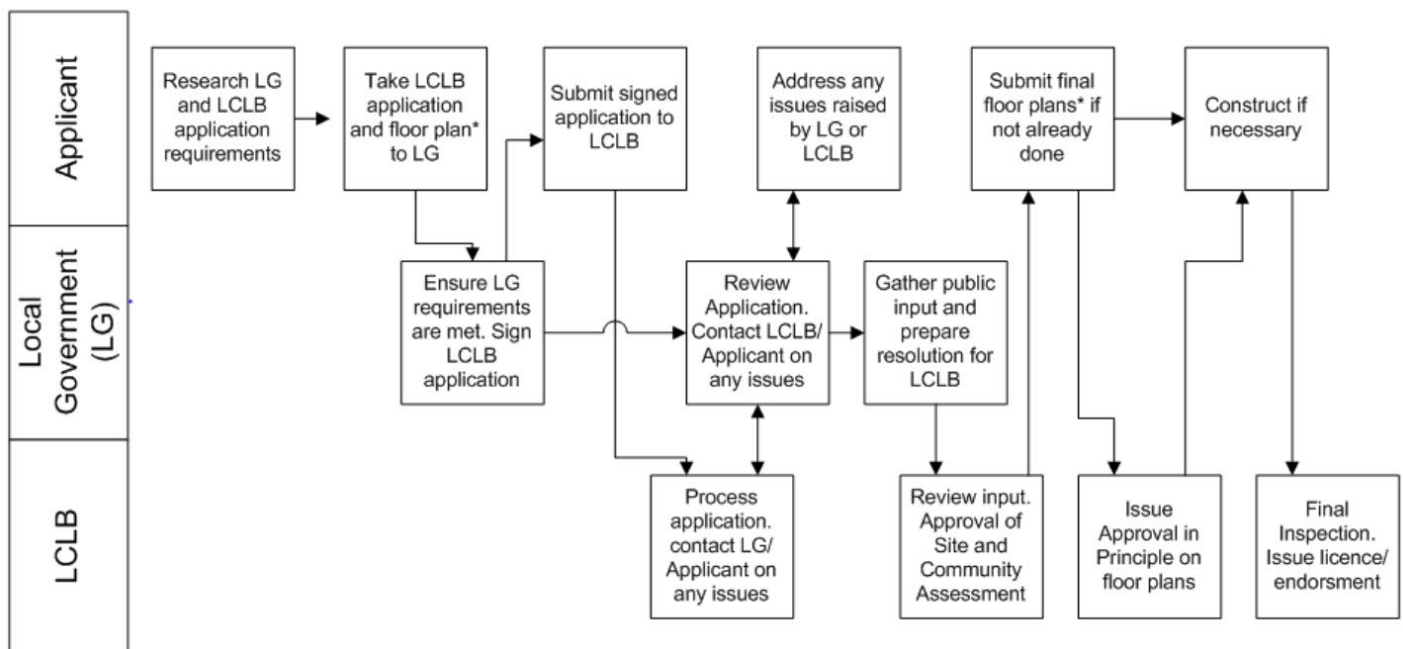
In 2017, a number of changes were made to provincial regulations to streamline the liquor licence application process. One of the key changes was that the LCRB now provides more detailed information to applicants, including an application guide. Applicants are encouraged to research local government and LCRB requirements before submitting their LCLB application.

The Liquor and Cannabis Regulation Branch (LCRB) is required by Regulation to refer certain types of liquor licence applications to local governments for comment. District of Lake Country practice is that all LCRB applications be considered by Council. Therefore, when an application to the Liquor & Cannabis Regulation Branch requires local government comment, the applicant must also make application directly to the District of Lake Country to initiate the process.

Zoning and regulatory criteria specific to the licence type, public input and other relevant issues will be considered and included in the Council resolution that will inform the LCRB licencing decision. If the resolution does not meet the criteria, LCLB may request another resolution. Therefore, it is imperative that a complete application package be submitted for consideration. See the [Liquor and cannabis regulation - Province of British Columbia \(gov.bc.ca\)](http://www.gov.bc.ca) for complete details.

## APPLICATION PROCESS

The LCRB defines the process as follows:



\*Requires occupant load stamp, normally provided by the local government.

## PROPOSED LICENCE APPLICATION OR CHANGES

When an application to the Liquor & Cannabis Regulation Branch requires local government comment, the applicant must make application directly to the District of Lake Country to initiate the process whether a liquor licence applicant submits an application via the Liquor Licence Portal or in person to the District. If no other types of development applications are required to facilitate the proposed land use the District will sign for the receipt of the application and return a copy to the applicant. The applicant must immediately submit the signed application to the LCRB and provide confirmation to the District that it has been received.

The District and the LCRB process the application concurrently. The District is required to gather public input and submit a Council resolution to the LCRB within 90 days. Applicants are encouraged to submit floor plans with occupant load as early as possible in the process whether the Chief Building Inspector will be calculating the Occupant Load or whether the Occupant Load has been provided by another suitably qualified professional. If the Chief Building Inspector is required to calculate the Occupant Load an additional fee will be payable at the time of application.

A complete application submission package will include floor plans and a detailed summary of the purpose of the proposed licence and/or changes. For all application types, the District must include comments on:

- the impact of noise on the community in the immediate vicinity of the establishment;
- the impact on the community if the application is approved; and
- for a food primary (regarding hours after midnight or patron-participation entertainment) whether the amendment may result in the establishment being operated in a manner that is contrary to its primary purpose.

The District is required to conduct a public input process and provide a resolution commenting on the regulatory criteria. In providing comment, the District must take into account the following attributes of the establishment (or proposed establishment):

- the location of the establishment; and
- the person capacity and hours of liquor service of the establishment.

## APPROVAL PROCESS: WHAT HAPPENS NEXT?

1. When an application to the Liquor & Cannabis Regulation Branch requires local government comment, the applicant must make application directly to the District of Lake Country to initiate the process regardless of the submission through the LCRB Licence Portal.
2. The applicant submits a complete application package including the above listed items to Planning & Development Services for processing. Only complete packages will be accepted for processing. Materials additional to those identified above may be required during the application process to properly evaluate the proposed development; staff will endeavour to identify any additional requirements as early in the process as practical.
3. Staff will review the application and refer it to internal departments, including but not limited to the Chief Building Inspector, the Fire Department, Engineering & Environmental Services and RCMP.
4. Planning & Development will prepare a report for Council consideration based on the input provided.
5. Following Council's consideration, a copy of Council's resolution will be forwarded to both the Liquor & Cannabis Regulation Branch for a final decision and the applicant.
6. The LCRB will notify the District contact that the comments have been received and provides the LCRB contact person.
7. The LCRB reviews the comment and proceeds accordingly. The LCRB will follow up on anything that requires clarification and will work with the District and the applicant to resolve any issues. If any major changes to the application are made, the applicant will be required to provide revised documents to the District.
8. Once received, the LCRB will review the District's comments and make a decision on Site and Community Assessment, copying the District on the email. If stamped floor plans have been provided, the LCRB can also grant Approval in

Principle (AIP) at the same time or shortly thereafter. AIP is granted for a year to allow the applicant time to build or renovate.

9. Any Building Permit requirements applicable must be completed prior to occupancy.
10. Once the establishment is ready to begin operating, a final inspection is conducted and the licence/endorsement is issued.

## CHECKLIST: WHAT TO INCLUDE WITH YOUR APPLICATION



### ALL ITEMS MUST BE SUBMITTED FOR YOUR APPLICATION TO BE DEEMED COMPLETE.

Only complete applications will be accepted for processing. Application materials must be clear, legible and precise. Plans submitted should be to a professional drafting standard.

Office Use Only	Checked by Applicant	<i>Please submit one hardcopy and one (1) USB stick that contains a digital version of the complete application package.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Completed Application Form and Checklist</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Application Fee</b> – See Fees Bulletin <a href="http://www.civicweb.net">District of Lake Country - Document Center (civicweb.net)</a>
<input type="checkbox"/>	<input type="checkbox"/>	<b>State of Title</b> – Search print current within the last 90 days that includes all relevant land title charges (easements, right of ways, covenants). Certificates of title can be purchased through the District for a fee.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Owner’s Authorization Form</b> – If applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Company Ownership</b> - If the property is owned by a numbered company proof of ownership must be submitted to confirm the agent’s authority to act on behalf of the company.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Copy of the LCRB Application Form</b> Whether submitted on paper or via the online Liquor Licensing portal.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Floor Plan</b> – Clearly indicate capacity, exits, washrooms, outdoor seating areas and approved occupant load (if applicable).
<input type="checkbox"/>	<input type="checkbox"/>	<b>Building Code &amp; Zoning Analysis</b> – Prepared by a registered professional qualified to interpret the BC Building Code, with any site plans, building plans, etc. submitted in support of the technical analysis to be drawn to a suitable scale (not needed for a change of hours) <b>OR</b> Plans suitable for the Chief Building Inspector to calculate the Occupant Load with an additional fee to cover the service.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Community Impact</b> – Description of potential community impact as a result of the proposal.



# LAKE COUNTRY

Life. The Okanagan Way.

Personal information provided to the District of Lake Country is collected, used and disclosed in accordance with the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Personal information such as your name, phone number, street or email address is only obtained if you supply it voluntarily through completing documents and forms. Any personal information we ask you to provide will only be used for the purpose of District of Lake Country services.

[www.lakecountry.bc.ca](http://www.lakecountry.bc.ca)