

LIQUOR LICENCE APPLICATION

Application # _____ X-Ref # _____

APPLICATION FOR LIQUOR LICENCE COUNCIL RESOLUTION

The Liquor and Cannabis Regulation Branch (LCRB) is required to refer certain types of liquor licence applications to local governments. The role of local government is to consider the impact of the licence application on their community and to provide comments.

District of Lake Country policy requires that all LCRB applications be considered by Council through a standard application 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. See the [Liquor and cannabis regulation - Province of British Columbia \(gov.bc.ca\)](http://www.gov.bc.ca) for complete details.

APPLICATION

APPLICANT INFORMATION						
APPLICANT/ AGENT	NAME:				PH#:	
	ADDRESS:					
	Postal Code:		EMAIL:		CELL:	
REGISTERED OWNER	NAME:				PH#:	
	ADDRESS:					
	Postal Code:		EMAIL:		CELL:	

PROPERTY INFORMATION			
CIVIC ADDRESS			
LEGAL DESCRIPTION:			
OFFICIAL COMMUNITY PLAN DESIGNATION		ZONING DESIGNATION:	
PID:		ROLL:	
WATER SOURCE:		FARM STATUS:	<input type="checkbox"/> YES <input type="checkbox"/> NO
METHOD OF SEWAGE DISPOSAL:			

LIQUOR LICENCE TYPE

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> New Licence
<input type="checkbox"/> Liquor Primary
<input type="checkbox"/> Liquor Primary Club

<input type="checkbox"/> Other Consultation
<input type="checkbox"/> Picnic endorsement
<input type="checkbox"/> Temporary Change | <input type="checkbox"/> Amendments to a Licence
Liquor Primary/Club
<input type="checkbox"/> Relocation
<input type="checkbox"/> Extension of hours
<input type="checkbox"/> Increase in the person capacity
<input type="checkbox"/> Patio addition
<input type="checkbox"/> Temporary use area endorsement
<input type="checkbox"/> Transition from club to primary | <input type="checkbox"/> Manufacturers
<input type="checkbox"/> Lounge endorsement
<input type="checkbox"/> Special event area endorsement
<input type="checkbox"/> Increase in the person capacity
<input type="checkbox"/> Extension of hours of a lounge
<input type="checkbox"/> Increase in capacity/size or hours of special event area
<input type="checkbox"/> On-site store endorsement | <input type="checkbox"/> Food Primary
<input type="checkbox"/> Patron-participation entertainment
<input type="checkbox"/> Liquor service past midnight
<input type="checkbox"/> Temporary use area endorsement |
|--|---|---|---|

APPLICANT CONFIRMATION

I confirm that all required information has been provided and is correct. I understand the Liquor & Cannabis Regulation Branch will make the final decision in all matters concerning liquor licensing.

Applicant's Signature: _____

Date: _____

NOTE: This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of an easement, covenant, building scheme or agreement affecting the building or land. The application must be submitted to the LCRB for processing once signed by the District.

FOR OFFICE USE ONLY		
FEE TYPE	GL	AMOUNT
General	10-1460-0010	
Title	10-1460-0015	
Occupant Load		\$100.00
TOTAL:		

LIQUOR LICENCE APPLICATION

PROPOSAL DESCRIPTION

Please provide a detailed summary of the purpose of your application. Attach additional documents as necessary.

CHECKLIST: WHAT TO INCLUDE WITH YOUR APPLICATION



ALL ITEMS MUST BE SUMMITTED 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"/>	Completed Application Form and Checklist
<input type="checkbox"/>	<input type="checkbox"/>	Application Fee – See Fees Bulletin District of Lake Country - Document Center (civicweb.net)
<input type="checkbox"/>	<input type="checkbox"/>	State of Title – 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"/>	Owner’s Authorization Form – If applicable.
<input type="checkbox"/>	<input type="checkbox"/>	Company Ownership - 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"/>	Copy of the LCRB Application Form Whether submitted on paper or via the online Liquor Licensing portal.
<input type="checkbox"/>	<input type="checkbox"/>	Floor Plan – Clearly indicate capacity, exits, washrooms, outdoor seating areas and approved occupant load (if applicable).
<input type="checkbox"/>	<input type="checkbox"/>	Building Code & Zoning Analysis – 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) OR Plans for suitable for the Chief Building Inspector to determine Occupant Load (Note: an additional fee will be payable to cover this service.)
<input type="checkbox"/>	<input type="checkbox"/>	Community Impact – Description of potential community impact as a result of the proposal.

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.



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.