Temporary Change to a Liquor Licence

Food-Primary, Liquor-Primary, Liquor-Primary Clubs & Manufacturer Endorsements

Liquor Control and Licensing Form LCLB 023

INSTRUCTIONS:

Complete all applicable fields and then submit with payment as outlined in Part 11 of this application form. You may complete this form online and then print.

- If you have any questions about this application, call the Liquor Control and Licensing Branch (LCLB) toll-free at:**1 866 209-2111.**
- LCLB forms and supporting materials referred to in this document can be found at: **www.pssg.gov.bc.ca/lclb**

A complete application including the supporting documents must be submitted a **minimum of three (3) weeks** in advance of your event(s); otherwise your application will not be accepted and will returned to you with the fees.

Applications requesting discretion to policy (see Part 9) must be submitted a **minimum of two (2) months** prior to your proposed event; otherwise your application will not be accepted and will be returned to you with the fees.

Licensee Information

Office use only

Job No. (C3-LIC)

Licence number:

Type: ☐ Food-Primary ☐ Liquor-Primary ☐ Liquor-Primary Club ☐ Winery

Licensee name [as shown on licence]:

Establishment name [as shown on licence]:

Establishment Address: Street City Province Postal Code

Contact Name: (last / first / middle) Title/Position:

Business Tel with area code: Business Fax with area code:

Business e-mail:

Business Mail address (if different from above): Street City Province Postal Code

PART 1: Temporary Change Requested

Please check the appropriate boxes below. You may complete more than one change section on this form as long as the changes are for the same licence number. **IMPORTANT NOTE: Categories noted by an asterisk (*) require local government/First Nations comment.**

TYPE OF CHANGE REQUESTED	COMPLETE SECTIONS
☐ **TEMPORARY CHANGE TO HOURS OF SALE**	
Liquor-Primary and Liquor-Primary Club licences, and manufacturer lounge or special event endorsements – any hours changes*	**1, 2, 3, 10, 11, 12**
Food-Primary licences – requests for hours of sale later than midnight*	**1, 2, 3, 10, 11, 12**
Food-Primary licences – requests for hours of sale before midnight	**1, 2, 3,10, 11**
☐ **TEMPORARY PATRON PARTICIPATION ENTERTAINMENT ENDORSEMENT*** Food-Primary licences only	**1, 2, 4, 10, 11,12**
☐ **TEMPORARY EXTENSION OF LICENSED AREA** Food-Primary licences only	**1, 2, 5, 10, 11**
☐ **TEMPORARY EXTENSION OF LICENSED AREA*** Liquor-Primary and Liquor-Primary Club licences, and manufacturer lounge or special event endorsements.	**1, 2, 6, 10, 11, 12**
☐ **TEMPORARY LOCATION CHANGE*** Liquor-Primary and Liquor-Primary Club licences only (no increase in patron or person capacity)	**1, 2, 7, 10, 11, 12**
☐ **TEMPORARY LOCATION CHANGE** Food-Primary licenses only (no increase in patron or person capacity)	**1, 2, 8, 10, 11**
☐ **OTHER** Applies to all change requests other than these listed above	**1, 2, 9, 10, 11**

PART 2: Reason Temporary Change is Requested

Describe event details including who is holding the event, the hours of the event and its purpose:

DATE(S) FROM: (mm/dd/yy) **TO:** (mm/dd/yy) **(inclusive)**

PART 3: Temporary Change to Hours of Sale

Fee: $330

*Liquor-Primary and Liquor-Primary Club licences, and manufacturer lounge or special event endorsements – any hours changes**

Fee: $330

*Food-Primary licences – requests for hours of sale later than midnight**

Fee: $110

Food-Primary licences – requests for hours of sale before midnight (local government/First Nations comment not required)

***IMPORTANT NOTE: These categories (*) require local government/First Nation comment.**

Licensees may apply for a temporary change in hours of sale for a limited period, subject to any restrictions within the Liquor Control and Licensing Act, Regulations, branch policies and/or original terms and conditions of licensing.
See Part 12 for more information on obtaining local government/First Nations comment.

Please provide the following information:

Current hours of sale:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
OPEN							
CLOSED							

Requested hours of sale: (Maximum hours permitted by regulation are between 9:00 am to 4:00 am of the same business day)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
OPEN							
CLOSED							

PART 4: Temporary Patron Participation Entertainment Endorsement

Fee: $330

(Food-Primary licences only)

Licensees may apply for a patron participation entertainment endorsement for a limited period, subject to any restrictions within the Liquor Control and Licensing Act, Regulations, branch policies and/or original terms and conditions of licensing.

Important Note: This application process requires comment from your local government/First Nation.
See Part 12 for more information on this process.
Describe the type of entertainment you are requesting:

Patron participation must end by midnight unless approved by LCLB and local government/First Nations. There are restrictions related to forms of entertainment, sound systems, etc. If you are uncertain about any of the details of your proposal, please consult with licensing staff at LCLB in Victoria (see contact information in Part 11).

PART 5: Temporary Extension of Licensed Area (food-primary licences only)

Fee: $110

This change enables licensees to apply for a temporary extension of their establishment's licensed areas for a limited period, subject to any restrictions within the Liquor Control and Licensing Act, Regulations, branch policies and/or original terms and conditions of licensing. Approval of this temporary change request permits the licensee to operate only at the capacity on the face of their current licence plus the capacity of the extension area. If in doubt, consult with licensing staff at LCLB in Victoria (see Part 11 for contact info).
This application process does not require comment from your local government/First Nation.

Please provide the following information and documents:

- ☐ Current total capacity, including patios (as shown on licence);
- ☐ Identify the area (person/patron as shown on licence) to be extended;
- ☐ Floor plan of the extended area showing how perimeter is defined, dimensions and its physical relationship to existing licensed areas:
  - Floor plan must have occupant load of the extended area marked/stamped on the plans by provincial fire or building authority (or designate) where the extension is indoors or within a permanent structure.
  - Provide proposed capacity of extended area if extension is outside; and
- ☐ Where the extension area is not on property owned or controlled by the licensee, provide written approval for such use from the property owner.

PART 6: Temporary Extension of Licensed Area

(liquor-primary, liquor-primary club licence and manufacturer lounge and special events endorsements only)

Fee: $330

Licensees may apply for a temporary extension of their licensed areas for a limited period, subject to any restrictions within the Liquor Control and Licensing Act, Regulations, branch policies and /or original terms and conditions of licensing. Approval of this temporary change request permits the licensee to operate at the capacity on the face of their current licence plus the capacity of the extension area.

Important Note: This application process requires comment from your local government/First Nation.
See Part 12 for more information on this process.

Please provide the following information and documents:

- ☐ Current total capacity, including patios (as shown on licence);
- ☐ Identify the area(s) to be extended;
- ☐ Floor plan of the extended area(s) showing how perimeter is defined, dimensions and its physical relationship to existing licensed areas:
  - Floor plan must have occupant load of the extended area marked/stamped on the plans by provincial fire or building authority (or designate) where the extension is indoors or within a permanent structure.
  - Provide proposed person capacity of extended area(s) if extension is outside; and
- ☐ Where the proposed area is not on property owned or controlled by the licensee, provide written approval for such use from the property owner.

PART 7: Temporary Location Change (liquor-primary and liquor-primary club licences only) **Fee: $330**

(no increase in patron or person capacity)

Licensees may apply for a temporary change of location of one or more licensed areas in their establishment, to accommodate special events but this change permits no increase in licensed capacity. Proposed changes must comply with occupant load limitations.

Important Note: This application process requires comment from your local government/First Nation.
See Part 12 for more information on this process.

Current area capacities, as shown on licence:

Area #1 _____ Area #2 _____ Area #3 _____ Area #4 _____ Patio #1 _____ Patio #2 _____

Proposed temporary changes in capacity (no increase in total capacity permitted):

Area #1 _____ Area #2 _____ Area #3 _____ Area #4 _____ Patio #1 _____ Patio #2 _____

Please attach the following documents:

☐ Floor plan of the proposed area(s) showing how perimeter is defined, dimensions and its physical relationship to existing licensed areas.

- Floor plan must have occupant load marked/stamped on the plans by provincial fire or building authority (or designate), where the extension is indoors or within a permanent structure.
- Provide proposed capacity of the new area if outdoors.

☐ Where the proposed area is not on property owned or controlled by the licensee, provide written approval for such use from the property owner.

PART 8: Temporary Location Change (food-primary licences only) **Fee: $110**

(no increase in patron or person capacity)

Licensees may apply for a temporary change of location of one or more licensed areas in their establishment, to accommodate special events but this change permits no increase in licensed capacity. Proposed changes must comply with occupant load limitations.

Important Note: This application process <u>does not</u> require comment from your local government/First Nation.

Current area capacities, as shown on licence:

Area #1 _____ Area #2 _____ Area #3 _____ Area #4 _____ Interior lounge _____

Patio #1 _____ Patio #2 _____

Proposed temporary changes in capacity (no increase in total capacity permitted):

Area #1 _____ Area #2 _____ Area #3 _____ Area #4 _____ Interior lounge _____

Patio #1 _____ Patio #2 _____

Please attach the following documents:

For food-primary licences:

☐ Floor plan of the proposed area showing how perimeter is defined, dimensions and its physical relationship to existing licensed areas.

- Floor plan must have occupant load marked/stamped on the plans by provincial building or fire authority (or designate), where the extension is indoors or within a permanent structure.
- Provide proposed capacity of the new area if outdoors.

☐ Where the proposed area is not on property owned or controlled by the licensee, provide written approval for such use from the property owner.

PART 9: Other

Fee: $110 for each request

Complete this section if you are requesting a change other than those listed in Part 1, page 1.

Describe your request in detail, using additional pages if required.
If your request requires an exercise of discretion: provide a written submission detailing why a request for discretion should be approved. All documentation to support your request for discretion must be submitted together in one package; the branch will not consider additional materials submitted after a completed application is received. For more information on requests for discretion, see section 4.1.2 of the Licensing Policy Manual (http://www.pssg.gov.bc.ca/lclb/docs-forms/lclb207-policy-licensing.pdf). Requests for discretion should be submitted at least **two months** prior to the proposed event.

DATE(S) FROM: _____ (mm/dd/yy) **TO:** _____ (mm/dd/yy) **(inclusive)** **TIME(S):** _____

PART 10: Declaration

My signature (the licensee's) below indicates I understand and acknowledge:

All of the information given is true and complete to the best of my knowledge. 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".

Signature of applicants (signature of signing officer of a company or society, sole proprietor or all partners in a partnership. An agent or lawyer acting on behalf of the applicant **may not** sign the application on behalf of the applicants.):

Name: _____ (last / first / middle) Position: _____ Date: _____ (mm/dd/yy)

Signature:_____

Name: _____ (last / first / middle) Position: _____ Date: _____ (mm/dd/yy)

Signature:_____

Name: _____ (last / first / middle) Position: _____ Date: _____ (mm/dd/yy)

Signature:_____

Name: _____ (last / first / middle) Position: _____ Date: _____ (mm/dd/yy)

Signature:_____

PART 11: Application Fees - Payment Options

TOTAL FEE Submitted: $ _____

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

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

◯ **I am submitting my application by fax or mail and have given my credit information in the space provided at the bottom of the page.**

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

Credit Card Information (To be submitted by fax or mail only)

Name of cardholder (as it appears on card): _____

Credit card number: _____ Expiry date: _____ / _____
(Month) (Year)

Signature: _____

PART 12: Local Government/First Nation Comments ❒ OBJECTION ❒ NO OBJECTION

Comments: _____

_____

_____

_____

_____

_____

_____

_____

_____

Name of Municipality/Regional District/First Nations:

Name (print) _____ **Phone:** _____

Title: _____ **E-mail:** _____

Signature: _____ **Date:** _____

PART 13: What Happens Next?

The temporary change application process:

1. If the requested temporary change(s) require local government/First Nation comment, the applicant must take the completed application form and all required documents to their local government/First Nation and request that the local government/First Nation complete and sign Part 12.
2. The applicant will submit the signed application, all required documents and application fee to the Victoria Head Office (LCLB).
   Note: Applicants must ensure they submit their completed application a minimum of three (3) weeks (or two (2) months, if it's a request for discretion - see Part 9) before the proposed change. Otherwise, your application will not be accepted and will be returned to you.
3. The LCLB licensing staff will review the application package and advise the applicant by phone, mail or fax, of any information or documents required before the application can be processed.
4. LCLB licensing staff will request comments from the local liquor inspector.
5. If required, the local liquor inspector will work with the applicant on security and related issues.
6. LCLB licensing staff will review the comments from the local government/First Nation (if applicable) and local liquor inspector.
7. LCLB staff will contact the applicant by, fax or mail to let them know whether or not the change has been approved. The applicant will receive LCLB's decision in writing.

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