NEW FOOD PRIMARY APPLICATION REVIEW PROCESS

STEP ONE
APPLICATION REVIEW
Review for Completeness

An application for a Food Primary Licence – restaurant licence – is submitted.

Revenue Clerks process fees. If the fee is insufficient or has not been provided, the applicant is notified. The application is held until the fee is paid.

A Case Manager is assigned to manage the file when the application fee is paid.

Case Manager reviews for completeness

Case Manager determines whether:

- the applicant has provided a complete application with all of the documentation requested on the application form.

- food service is the main focus of the business.

If the application is incomplete it is returned to the applicant with an incomplete letter. The letter identifies the missing documentation.

The Applicant has 45 days from the date of the incomplete letter to provide the missing documentation or the application will be terminated.

APPLICATION COMPLETE

STEP TWO
ADMINISTRATIVE REVIEW
Assessment – Applicant and Establishment

Case Manager reviews for eligibility

Case Manager determines whether:

- the applicant meets the applicant eligibility criteria.

- the establishment meets the eligibility criteria.

- Local Government/First Nations has been provided a copy of the application and has provided a resolution. (Applicable for patron participation entertainment or hours of sale past midnight.)

- an investigation is required, to determine whether the applicant is fit and proper to hold a liquor licence.

(If an investigation is required the application will be held until the investigation is complete.)

If it is determined that the applicant and/or the establishment do not meet the eligibility criteria, the established procedures for denying a licence will be followed.

If it is determined that the application can proceed, the applicant is advised in writing to contact the local Inspector.

Applicant has 30 days to contact the Inspector or the application will be terminated.

Applicant contacts Inspector.

ADMINISTRATIVE REVIEW COMPLETE

STEP THREE
INSPECTOR'S REVIEW
Applicant Interview - Establishment Inspection

Inspector

Applicants may be required to attend an information session before an inspection of the establishment is conducted.

The Inspector will:

- ensure the applicant has a copy of the Terms and Conditions Guide.

- provide the applicant with information on the responsibilities associated with holding a licence.

- confirm that the physical layout of the establishment is the same as the floor plan provided by the applicant.

- take photographs of the establishment.

- verify that the menu and kitchen equipment are as identified in the application.

- verify that food service appears to be the primary focus of the business.

- identify any issues that need to be addressed.

Applicant signs Inspection Report.

Inspector forwards report, red-lined floor plans, photographs, and recommendations to the Case Manager.

Please allow time for the Case Manager to review the report.

INSPECTOR'S REVIEW COMPLETE

STEP FOUR
FINAL ASSESSMENT

Case Manager conducts a final assessment

Case Manager reviews report, red-lined floor plans, photographs, and recommendations.

Case Manager determines whether:

- there are any outstanding issues that need to be addressed before the licence can be issued.

- the first year licence fee has been paid. (This fee is in addition to the application fee.)

Any outstanding fees or documents must be provided and all outstanding issues must be resolved prior to the issuance of a licence.

Fees are non-refundable.

ASSESSMENT COMPLETE

STEP FIVE
DECISION

Case Manager makes a determination

The applicant is advised in writing of the decision.

If a licence is approved, the licence and the official floor plan(s) are sent to applicant. Both of these documents must be posted at the establishment.

LICENCE ISSUED
Applicant/licensee can now purchase and sell liquor in establishment.

DENIED
Licence will not be issued. Applicant cannot purchase or sell liquor.

June 10, 2011 (RVA)