



Every application is different and the process may slightly differ as a result. Please contact us to discuss your project.

*This hand-out is provided as a guide for convenience only. Final decision to issue a liquor licence lies with the Liquor Control and Licensing Branch.*

## Local Government’s Involvement in Liquor Licensing

Local governments and First Nations do not make liquor licensing decisions. The Liquor Control and Licensing Branch (LCLB) solely decide who will receive a licence. However, the LCLB must consider specific community needs when reviewing a liquor licence. For some, but not all licence applications, the LCLB will ask local governments and/or First Nations to provide a resolution that considers factors such as the proposed location; noise impacts; and views of local residents. Local governments may choose to opt out of this role. If you wish to apply for a liquor licence, you must first speak with us about business licence requirements; zoning and building bylaws; and health and fire regulations.

### Licences that require Local Government Review

This list does not include ALL licenses including manufacturer licences. To confirm whether your licence will require local government input, contact the Liquor Control and Licensing Branch.

#### New licenses

- Liquor primary
- Liquor primary club

#### Amendments to a liquor primary/liquor primary club licence

- Relocations/extension to hours of liquor service
- Increase in person capacity
- Patio addition
- Transition from liquor primary club to regular liquor primary

#### Amendments to a food primary licence

- Patron-participation entertainment
- Liquor service past midnight

#### Input requested for temporary changes (for an event) in the form of objection/no objection

- Expand hours or person capacity for liquor primary
- Expand hours or size/capacity for manufacturer or special event area

## Liquor Licensing Process

### 1. Step One - Pre-Application Meeting

In addition to discussing requirements with the Liquor Control and Licensing Branch (LCLB), you should discuss your proposal with the City’s Planning and Development Services Staff to determine whether your proposal complies with City bylaws (such as the Business Regulation and Licensing Bylaw and Zoning Bylaw).

### 2. Step Two - City of Quesnel Application (fee required)

Alongside the LCLB application, you will need to fill out a City of Quesnel Liquor Licensing Application form to assist us in reviewing your application. At this point, you will be required to submit City fees for liquor licensing and may be required to obtain an occupant load stamp before we sign the LCLB application (see the Master Fees Bylaw).

Our Building Department will fulfill this request (whether for new construction or a change in an existing occupant load) for a fee as specified in the City’s Master Fees Bylaw.

### 3. Step Three - Local Government Signature

Next, you will also need to submit the LCLB Application to the City to obtain a signature from the Director of Development Services. Local government approval is based on, but not limited to, completing the City of Quesnel Liquor Licensing Application with required fees, meeting appropriate zoning regulations (in some cases a concurrent rezoning and liquor license application can occur), and obtaining an occupant load stamp. Sign-off begins the 90 day time-frame the City has to gather public input.



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#### **4. Step Four - Concurrent Application Consideration and Public Input Gathering**

You will then submit the City's signed form to the LCLB; we will be notified when the LCLB has received the signed application. The application form will request that we gather public input (if there are any residents nearby) and provide a resolution on the application. The level of consultation involved will depend on the application type (whether new or an amendment to an existing licence). Planning and Development Services Staff will guide you through the requirements for input gathering you will need to be involved in. We can also choose to opt out of providing comment in which case the LCLB would gather views of residents.

#### **5. Step Five - Staff Review and Referrals**

We will base our review on information contained in the application package, including location, hours, capacity, noise considerations, and any other additional information provided by the LCLB. We will submit a resolution within 90 days of signing the form, unless we are permitted additional time from the LCLB upon request. Applications will be referred to the appropriate referral contacts for comment.

#### **6. Step Six - Council Meeting or Staff Delegation**

Planning and Development Services Staff will place the Liquor Licence on the appropriate Council agenda when you have submitted any revised final plans or additional information. Council will consider the report at its regular meeting and may approve the recommendations in the Staff report; amend and approve the recommendations; refer the application back to Staff for further consideration; or defer the decision to a later meeting. Alternatively, certain applications may be reviewed by a delegated Staff member instead. The City Planner will be able to inform you on the process your application will follow.

#### **7. Step Seven - Submission of Council Resolution or Delegation**

The final process with us ends when the final Council Resolution or Delegation is submitted to the LCLB. After the Resolution is sent, you must be in contact with the Liquor Control and Licensing Branch regarding your application.



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**OFFICE USE ONLY** - Application Number: \_\_\_\_\_

## Applicant Information

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Comments or contact instructions: \_\_\_\_\_

## Property Owner Information *(if different from above)*

Full Name	Address and Postal Code	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Property Information

Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Property Identification Number (PID): \_\_\_\_\_

Zoning Designation: \_\_\_\_\_

Does Zoning permit a liquor business?  Yes  No If no, has a rezoning application been submitted?  Yes  No

Development Permit Area: \_\_\_\_\_

Lot Size (m<sup>2</sup>/ha/acre): \_\_\_\_\_

## Current/Previous Applications

Current City Permit/Application Number(s): \_\_\_\_\_

Previous City Permit/Application Number(s): \_\_\_\_\_

Liquor License you are applying for with the Liquor Control and Licensing Branch? *(Liquor Primary, Liquor Primary Club, etc.)*

## Parking

Number of current parking spaces: \_\_\_\_\_ Number of spaces after development *(if applicable)*: \_\_\_\_\_

Comments: \_\_\_\_\_

## Signage

Does the proposed development include any changes to signage?  Yes  No

*(If yes, details of posed and existing signage will be required; please see sign permit application)*



# Liquor Licensing Application

## Description of Proposal *(attach multiple pages if required)*

Describe the proposed establishment and how you feel the City may benefit from the application.

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## Description of Surrounding Land Use and Impacts *(attach multiple pages if required)*

Describe all adjacent land uses to your proposed liquor establishment *(including approximate distances)*, anticipated noise impacts, and strategies for noise reduction.

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## Application Acknowledgment

Personal Information provided on this form is collected under the authority of the Community Charter/Local Government Act. Questions about the collection of personal information may be referred to the Director of Corporate and Financial Services, Kari Bolton, at 250-992-2111.

Should there be any change in ownership or legal description of the property, I undertake to notify the Planning and Development Services Department immediately to avoid any unnecessary delay in processing the application.

I accept responsibility for delay caused by incorrect or insufficient submission materials. Processing begins only when an application is certified as complete. To be considered complete the application must include this completed form, required fees, completed site profile form, and supporting plans, documents and/or drawings as required.

Applicant or Authorized Representative Name (Print)	Signature	Date

## Authorization of Applicant

By signing this application I authorize the above applicant to apply for this permit, receive and submit information regarding this property and this application, and otherwise act on behalf of the property owner regarding this application.

Owners Name (Print)	Owners Signature	Date

**Note:** A Letter of Permission stating the above is also accepted.

## Office Use Only

Permits/processes required prior to liquor license application/ new construction:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Rezoning/OCP Amendment | <input type="checkbox"/> Development Permit | <input type="checkbox"/> Development Variance Permit |
| <input type="checkbox"/> Board of Variance      | <input type="checkbox"/> Building Permit    | <input type="checkbox"/> Subdivision                 |

**Need help completing this application? Contact us!**



Every project is different and includes different land-use/building considerations, please contact us to discuss your project.

This checklist must be followed and submitted with your application form. If the application is incomplete it will affect the processing time of the pending application. Please complete the application by initialling in the box under "Copies Attached" to verify completion of each submittal requirement. City staff will review the checklist and application package. Only complete applications will be accepted and assigned for review.

### Forms and Fees

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Application	1	A Liquor Licensing Application form must be completed and signed at time of submission.		<input type="checkbox"/>	
Application Fee	1	A non-refundable application fee, based upon the current effective Fee Schedule.		<input type="checkbox"/>	
LCLB Application	1	Copy of Liquor Control and Licensing Branch Application.		<input type="checkbox"/>	
Current title search	1	Documentation of current ownership, and the property owner needs to either sign the application or provide a signed letter authorizing the application.	The title search must have been completed within 30 days of submission.	<input type="checkbox"/>	

### Drawings Required

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Site Plan	2	Showing the proposed development in context of buildings, parking and property lines.	Max size: 11"x17" PDF file	<input type="checkbox"/>	
Floor Plan	2	Including existing and proposed building floor areas ( <i>gross floor area of establishment, all entrances and exits, location of all washrooms, and all table and seating areas - indicate fixed and non-fixed seating</i> )	Max size: 11"x17" PDF file	<input type="checkbox"/>	