



LICENSEE RETAIL STORE (LRS)

Application for Transfer of Location
Liquor Control and Licensing Form LCLB092

INSTRUCTIONS:

Complete all applicable fields then submit with payment as outlined in Part 5 of this form.

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

ELIGIBILITY REQUIREMENTS FOR RELOCATING A LICENSEE RETAIL STORE:

As an LRS licensee, you may apply to move your LRS:

- Anywhere within the same local government/First Nation Jurisdiction,
- To a neighbouring jurisdiction, as long as the proposed site is within 5 km of your existing LRS location, or
- To a site at least 1 km from any existing (or proposed) LRS sites. Visit the LCLB website for a current listing of LRS locations.

In unique circumstances, the general manager may approve an application that is within 1 km of another LRS. For the general manager to consider approval under s.14(6) of the *Liquor Control and Licensing Regulation*, you will need to submit a fee of \$440 along with detailed written reasons why a request for discretion should be approved. Please refer to LCLB Policy Directive 10-02 for circumstances under which the general manager may approve the relocation of an LRS to a location within 1 km of another LRS. A copy of this directive can be found at: <http://www.pssg.gov.bc.ca/lclb/resources/index.htm>

All documentation to support your request for discretion must be submitted together in one package; the branch will not consider additional materials submitted afterwards. If a staff report is prepared in regards to your request, you will be provided with a copy and will have two weeks to provide any comment before the request for discretion is considered by the General Manager. For more information on requests for discretion, see the Licensing Policy Manual.

If you want to move within the same building, please apply for a structural change (form LCLB012c) instead of a transfer. Contact the branch if you have any questions about which form to use. Part 6 of this form explains the approval process.

PART 1: Licensee Information

Office use only (C4 - LIC)

Licensee Name [as on licence]

S. 21

Sub Job No.

2299952-29

Mailing address (all correspondence will be sent to this address unless otherwise indicated):

S. 21

Street

City

Province

Postal Code

Contact Pers
(Full name)

S. 21

Title/Position

S. 21

Business Contact Information:

Tel

S. 21

PART 2: Establishment Information

Current Establishment/Licence Name [as on licence]:

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Proposed Establishment/Licence Name [if applicable]:

Establishment Contact Information:

(NOTE: Changes to the establishment name, signs, awnings, advertising, etc. are subject to approval by LCLB)

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Fax:

LRS Licence

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Current Physical Address of LRS:

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Proposed New Address of LRS:

9500 Alexandra Road

Richmond

BC

V6X 1L5

Street

City

Province

Postal Code

Legal Description of New Proposed Site:

See attached

(Legal description and parcel identifier (PID) or Strata Plan number of the establishment site, found on property tax notice or from Land Titles office)

Local Government or First Nation Jurisdiction for New Proposed Site: City of Richmond

EOL

FEB 25 2014

AM
VICTORIA BC
FEB 20 2014
LIQUOR CONTROL & LICENSING
RECEIVED

Part 3: Required Documentation Checklist... (an application must be complete before it can be processed)

To be considered a "complete application" the following documents must be provided:

1. Completed *Licensee Retail Store (LRS) - Application for a Transfer of Location* (LCLB092).
2. Proof of Valid Interest in the site proposed for licensing. Provide a copy of the necessary documentation listed below for the type of valid interest relevant to your application:
 - If the applicant owns the property, a Certificate of Title in the applicant's name,
 - If the applicant is renting or leasing, a fully executed lease or assignment/offer of lease, which does not expire for at least 12 months from the date of licensing. The document must bear the same names as the applicant for the LRS licence. An offer for rent/lease must show rent paid, have a term and an expiry date and be signed by both the applicant and the property owner, or
 - If the applicant is buying the land and building(s), a copy of the offer or option to purchase the property and building(s) in the applicant's name. An offer or option must show price paid, have a term and an expiry date, and be signed by both the applicant and property owner.

NOTE: Valid interest must be maintained at the current and proposed site until the relocation is finalized.

3. Local government documentation and zoning map showing zoning classification and listing permitted uses for the proposed site.
4. A scaled map showing the current and proposed location of the LRS and the distance (as the crow flies) from the current location to the proposed new location of the LRS.
5. A scaled site plan showing all buildings and entrances to those buildings on the proposed site.
6. A minimum of four 5" x 7" colour photographs of the proposed LRS site, one facing each side of the property.
7. A sketch of all proposed exterior signs if new signs will be constructed. Signage is subject to LCLB approval.
8. If applicable, written request for approval under section 14(6) of the *Liquor Control and Licensing Regulations*, including fees. For additional information refer to page 1 under Eligibility Requirements for Relocating a Licensee Retail Store.

Please ensure that you advise the Liquor Distribution Branch and any other relevant external agencies of your intention to relocate your Licensee Retail Store.

PART 4: Legal 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 any shareholder of a private corporation, signing officer of a public corporation or society, sole proprietor or all individuals in a partnership is required below.)

Note: An agent, lawyer, resident manager or third party operator may not sign the declaration on behalf of the applicant.

Full Name of Official:

S. 21

Position:

S. 21

Signature:

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Full Name of Official:

Position:

Date:

(Day/Month/Year)

Signature:

Full Name of Official:

Position:

Date:

(Day/Month/Year)

Signature:

Full Name of Official:

Position:

Date:

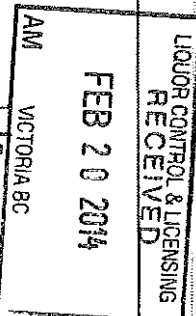
(Day/Month/Year)

Signature:

LCLB092

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Transfer of Location - Licensee Retail Store



PART 5: Application Fee

☒ Transfer of Location fee (non-refundable): \$330.00

☐ Consideration under section 14(6) fee, if applicable (non-refundable): \$440.00

Payment is by (check (X) one):

☐ cheque, payable to Minister of Finance (if cheque is returned, non-sufficient funds, a \$30 fee will be charged)

☐ money order, payable to Minister of Finance VISA ☐ MasterCard ☐ AMEX

If paying by credit card, please provide credit card details below...

Credit card Number: CREDIT CARD NUMBER WILL BE TELEPHONED IN. Expiry Date: 1 / 1

Name of cardholder (as it appears on card): Ronnie Paterson

Signature of cardholder: _____

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Or you may send in the application without credit card details. If so, please confirm by checking the box (X) below:

VLB Head Office directly to

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

Ministry of Public Safety and Solicitor General 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

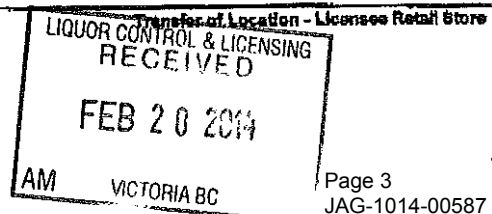
Phone: 250 952-5787 Fax: 250 952-7066 Web: www.pssg.gov.bc.ca/lclb E-mail: liquor.licensing@gov.bc.ca

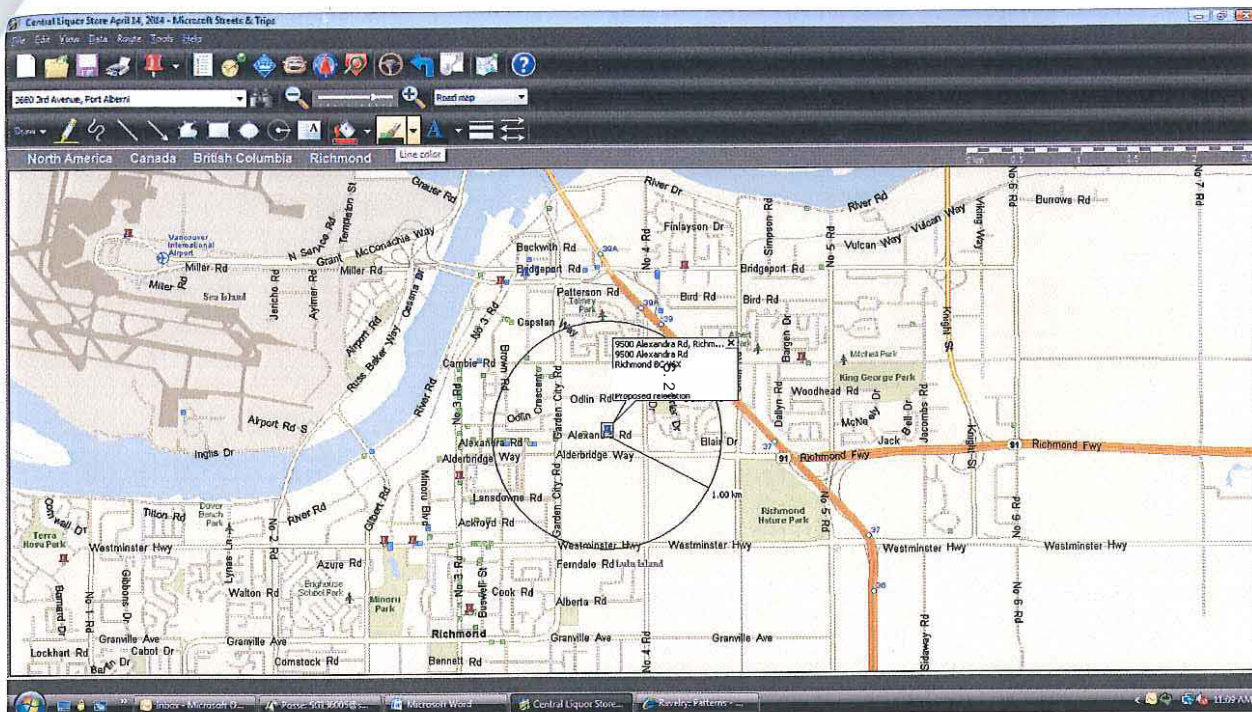
PART 6: What happens next?

The licensee retail store transfer of location application and approval process.

1. The applicant must submit a complete application package to Victoria Liquor Control and Licensing Branch Head Office.
2. The Liquor Control and Licensing Branch (LCLB) staff will review the application package for completeness and will advise the applicant by phone or mail, of any information/documentation required before the application can be processed.
3. The application and plans will be reviewed. If all necessary requirements have been met, the applicant will receive notification of plans approval-in-principle and be asked to go ahead with move/construction if necessary.
4. When move/construction has been completed, or the establishment has been relocated to the new premises, the applicant should contact the local liquor inspector to arrange for a final inspection. If the establishment passes the inspection, the applicant will be issued a new licence.

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 1986, c.287). 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





1Km Circle around 9500 Alexandra Road.
Proposed relocation address.