



**City of Richmond**

**Report to Committee**

**To:** General Purposes Committee

*To General Purposes - July 18, 2005*  
**Date:** July 6, 2005

**From:** Anne Stevens  
Manager, Customer Services

**File:** 12-8275-30-008/Vol 01

**Re: Great Canadian Casinos Inc - River Rock Casino Resort  
Temporary Amendments to Liquor-Primary and Food-Primary Licences at  
8811 River Road**

**Staff Recommendation**

That Council support the temporary changes to the Liquor-Primary and Food-Primary liquor licences at the River Rock Casino Resort from August 1<sup>st</sup> to August 31<sup>st</sup>, 2005.

Anne Stevens  
Manager, Customer Services  
(4273)

Att. 2

<b>FOR ORIGINATING DIVISION USE ONLY</b>		
<b>CONCURRENCE OF GENERAL MANAGER</b>		
<hr/>		
<b>REVIEWED BY TAG</b>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<b>REVIEWED BY CAO</b>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

## Staff Report

### Origin

Great Canadian Casinos Inc. has applied to the Liquor Control and Licensing Branch (LCLB) for two permanent amendments to their liquor licences for the River Rock Casino Resort located at 8811 River Road. The nature of the permanent amendments is as follows:

- To extend the Liquor-Primary licence to include the new areas being constructed as part of Phase II of the casino resort development, and
- To include a patron participation entertainment endorsement in the existing and newly constructed Food-Primary licensed areas.

A staff report on these permanent amendments has been prepared and is scheduled to be presented at the General Purposes Committee meeting on July 18<sup>th</sup>. If the staff recommendation to support the amendments is approved by General Purposes Committee on July 18<sup>th</sup>, the report would subsequently be presented at the City Council meeting on July 25<sup>th</sup>. The timeframe allotted for the City to provide a Council resolution on these permanent amendments is 90 days from the date the applications were received. The City has until August 2<sup>nd</sup> to provide a Council resolution to the LCLB on these amendments. The City is well within the legislated timeframe.

Great Canadian Casinos Inc has scheduled their grand opening of Phase II of the casino resort expansion on August 1<sup>st</sup>. The timeframe for obtaining City Council support and subsequently the LCLB approval of these permanent amendments is not sufficient to meet their grand opening date.

Accordingly, Great Canadian Casinos Inc has submitted two temporary change applications (see Attachments 1 & 2) for their liquor licences as an interim measure to ensure that the appropriate areas are properly licensed for the grand opening date and until the permanent amendments are approved by the LCLB. The temporary changes are requested from August 1<sup>st</sup> until August 31<sup>st</sup>, 2005.

### Analysis

The City's policy for handling temporary amendment applications to liquor licences is currently under review. The City's proposed procedure for handling such applications is the same as for permanent amendment applications if the request for a temporary amendment is over 3 days.

Staff are recommending that Council support the temporary amendment applications for a 1-month period beginning August 1<sup>st</sup> to facilitate the planned grand opening of the resort expansion and to ensure sufficient time exists thereafter to operate as proposed until the permanent amendments are approved by the LCLB.

### Financial Impact

None.

**Conclusion**

Great Canadian Casinos Inc has submitted two applications for temporary changes to their Liquor-Primary and Food-Primary licences as an interim measure to ensure that the casino resort is properly licensed for the grand opening event scheduled for August 1<sup>st</sup>. The temporary changes are requested from August 1<sup>st</sup> until August 31<sup>st</sup>, 2005.

Staff recommend that Council support the proposed temporary change applications in this case.



Anne Stevens  
Manager, Customer Services  
(4273)

AS2:cl



Ministry of Public Safety  
and Solicitor General

Liquor Control and  
Licensing Branch

Mailing Address:  
PO Box 9292 Stn Prov Govt  
Victoria BC V8W 9J8  
Telephone: 250 387-1254  
Facsimile: 250 387-9184  
Web: www.pssg.gov.bc.ca/lclb

Location:  
Second Floor  
1019 Wharf Street  
Victoria

## TEMPORARY CHANGE TO A LIQUOR LICENCE

*This application may be used for one or more temporary change requests for one licence – the fee is \$55*

**NOTE: Application should be received two weeks before proposed change.**

**FORM INSTRUCTIONS:** To apply, please complete all applicable fields then submit with payment to LCLB Victoria Head Office as outlined in Part 11 of this form. You may complete the fields in this form at your computer workstation, then print. Note, you will not be able to save your work to your computer, so check over carefully and print before closing the program. If you are completing this form by hand, please print clearly using dark ink.

- If you have any questions about completing this application, call the branch toll-free at: **1-866-209-2111**.
- LCLB forms and supporting materials can be found at: **www.pssg.gov.bc.ca/lclb/publications**

NOTE: • to apply to suspend your Food-Primary Licence, use the Temporary Suspension Request - Food-Primary Licence (LCLB022)  
• to apply to suspend your Liquor-Primary Licence, use the Temporary Suspension Request - Liquor-Primary Licence (LCLB021)

### LICENSEE INFORMATION

Job No. (C3-LIC)

Office use only

Licensee name (as shown on licence): Great Canadian Casinos Inc.

Establishment name (as shown on licence): River Rock Casino Resort

Establishment street address: 8811 River Road

City: Richmond

Province: BC

Postal code: V6X 3P8

Contact person: (LAST NAME, FIRST, MIDDLE) Essery, Garth

Title: Assistant VP, Planning & Development

Telephone: (604) 247-3239

Facsimile: (604) 232-1261

Licence number(s) affected: 300979

Licence class (check one box only):  Food-Primary  Liquor-Primary  Liquor-Primary Club  Winery Endorsement

### 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: These categories (\*) require local government/First Nations comment.**

#### TYPE OF CHANGE REQUESTED

#### COMPLETE SECTIONS

- |   |                     |
|---|---------------------|
| <input type="checkbox"/> TEMPORARY CHANGE TO HOURS OF SALE  |                     |
| • applies to: Liquor-Primary and Liquor-Primary Club licences, and Winery endorsements – any hours changes* | 1, 2, 3, 10, 11, 12 |
| • applies to: Food-Primary licences – requests for hours of sale later than midnight*                       | 1, 2, 3, 10, 11, 12 |
| • applies to: Food-Primary licences – requests for hours of sale before midnight                            | 1, 2, 3, 10, 11     |
| <input type="checkbox"/> TEMPORARY PATRON PARTICIPATION ENTERTAINMENT ENDORSEMENT*                          | 1, 2, 4, 10, 11, 12 |
| • applies to: Food-Primary licences only  |                     |
| <input type="checkbox"/> TEMPORARY EXTENSION OF LICENSED AREA   | 1, 2, 5, 10, 11     |
| • applies to: Food-Primary licences only  |                     |
| <input checked="" type="checkbox"/> TEMPORARY EXTENSION OF LICENSED AREA*                                   | 1, 2, 6, 10, 11, 12 |
| • applies to: Liquor-Primary and Liquor-Primary Club licences only  |                     |
| <input type="checkbox"/> WINERY SPECIAL EVENT ENDORSEMENT*  | 1, 2, 6, 10, 11, 12 |
| • applies to: Only Wineries with a Lounge and/or Picnic Area Endorsement                                    |                     |
| <input type="checkbox"/> TEMPORARY LOCATION CHANGE* (no increase in patron or person capacity)              | 1, 2, 7, 10, 11, 12 |
| • applies to: Liquor-Primary and Liquor-Primary Club licences only  |                     |
| <input type="checkbox"/> TEMPORARY LOCATION CHANGE (no increase in patron or person capacity)               | 1, 2, 8, 10, 11     |
| • applies to: Food-Primary licences only  |                     |
| <input type="checkbox"/> OTHER  | 1, 2, 9, 10, 11     |
| • applies to all change requests other than these listed above  |                     |

**2. REASON TEMPORARY CHANGE IS REQUESTED**

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

The purpose of this temporary application is to ensure that approval of the extended licensed areas is in place for the hotel opening.

A Structural Change application was submitted to the Liquor Branch May 11, 2005. The public notification process is complete and we are advised that there are no issues in that regard. City Staff are recommending that Council support the the application and it is scheduled to go before Council on July 25, 2005.

Unfortunately, that does not allow enough time to secure the Council resolution and, ultimately, the Liquor Branch approval by August 1st. Accordingly, this temporary change application is simply an interim measure to ensure that the appropriate areas are licensed for the opening of the hotel expansion, and until the permanent structural change application is processed and finalized by the Liquor Branch.

DATE(S) FROM: August 1, 2005 TO: <sup>Aug 31</sup> ~~September 30, 2005~~ (inclusive)

**3.  TEMPORARY CHANGE TO HOURS OF SALE**

*Applies to: Liquor-Primary and Liquor-Primary Club licences, and Winery endorsements – any hours changes\**

*Applies to: Food-Primary licences – requests for hours of sale later than midnight\**

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

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 box 13, page 7 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
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Open

Close

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
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Open

Close

**\*IMPORTANT NOTE: These categories above (\*) require local government/First Nations comment.**

#### 4. **TEMPORARY PATRON PARTICIPATION ENTERTAINMENT ENDORSEMENT**

*Applies to: 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 Nations.** See box 13, page 7 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 at the top of page one).

#### 5. **TEMPORARY EXTENSION OF LICENSED AREA – Food-Primary Licences Only**

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 contact information, top of pg. 1). **This application process does not require comment from local government or First Nations.**

**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:

... or proposed capacity if an occupant load for the extended area cannot be provided:

Floor plan of the extended area showing how perimeter is defined, the area's dimensions and its physical relationship to existing licensed areas, where the extension is indoors or within a permanent structure.

- Floor plan must have occupant load of the extended area marked/stamped on the plans by provincial (or designate) fire or building authorities.
- Provide capacity of extended area if extension is outside.

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

#### 6. **TEMPORARY EXTENSION OF LICENSED AREA – Liquor-Primary and Liquor-Primary Club Only**

*Applies to: Liquor-Primary and Liquor-Primary Club licences*

OR

#### **WINERY SPECIAL EVENT ENDORSEMENT**

*Applies to: Only wineries with a Lounge and/or Picnic Area Endorsement*

Licensees may 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 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 Nations.** See box 13, page 7 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 (person/patron as shown on licence) to be extended:

... or proposed capacity if an occupant load for the extended area cannot be provided:

Floor plan of the extended area showing how perimeter is defined, the area's 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 (or designate) fire or building authorities where the extension is indoors or within a permanent structure.
- Provide capacity of extended area if extension is outside.

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

**7.  TEMPORARY LOCATION CHANGE – Liquor-Primary and Liquor-Primary Club Only**

*(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, renovations or structural alterations 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 Nations.** See box 13, page 7 for more information on this process.

Current area capacities, as shown on licence:

Area #1	Area #2	Area #3	Area #4	Area #5	Patio
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Proposed temporary changes in capacity (no increase in total capacity permitted):

Area #1	Area #2	Area #3	Area #4	Area #5	Patio
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Please attach the following documents:

- Plan of the extended area showing how perimeter is defined, the area's dimensions and its physical relationship to existing licensed areas.
  - Floor plan must have occupant load marked/stamped on the plans by provincial (or designate) fire or building authorities, where the extension is indoors or within a permanent structure.
  - Provide capacity of the new location if outdoors.
- Where the extension area is not on property owned or controlled by the licensee, provide written approval for such use from the property owner.

**8.  TEMPORARY LOCATION CHANGE– Food-Primary Licences Only** *(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, renovations or structural alterations but this change permits no increase in licensed capacity. Proposed changes must comply with occupant load limitations. **Important Note: This application process does not require comment from your local government/First Nations.**

Current area capacities, as shown on licence:

Area #1	Area #2	Area #3	Area #4	Interior Lounge	Patio
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Proposed temporary changes in capacity (no increase in total capacity permitted):

Area #1	Area #2	Area #3	Area #4	Interior Lounge	Patio
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Please attach the following documents:

- Floor plan of the establishment and proposed extension areas showing how perimeter is defined, the area's dimensions and its physical relationship to normally licensed areas.
  - Floor plan must have occupant load marked/stamped on the plans by provincial (or designate) fire or building authorities, where the extension is indoors or within a permanent structure.
  - Provide capacity of the new location if outdoors.
- Where the extension area is not on property owned or controlled by the licensee, provide written approval for such use from the property owner.

9.  OTHER

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

Describe your request in detail, using additional pages if required. Review of the application by the general manager of the Liquor Control and Licensing Branch will be necessary when discretion is required. Review time may exceed two weeks. Please consult with licensing staff at LCLB in Victoria (see top of pg 1 for contact information).

DATE(S) FROM:

TO:

(inclusive)

TIME(S):

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):

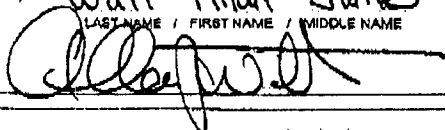
Name (printed)

Watt Allan James  
LAST NAME / FIRST NAME / MIDDLE NAME

Position held

Sr. Vice President  
Planning + Development

Signature



Date

07 04 2005  
MM / DD / YY

Name (printed)

LAST NAME / FIRST NAME / MIDDLE NAME

Position held

Signature

Date

MM / DD / YY

Name (printed)

LAST NAME / FIRST NAME / MIDDLE NAME

Position held

Signature

Date

MM / DD / YY

Name (printed)

LAST NAME / FIRST NAME / MIDDLE NAME

Position held

Signature

Date

MM / DD / YY



**11. APPLICATION FEES – Payment Options**

Fees may be paid by cheque, money order, debit or credit card. Debit transactions can only be made in person at the Victoria Head Office. See contact information on page one. Submit the payment with the application form. Do not mail cash.

Enclosed payment is by (check one):

- cheque, payable to the Minister of Finance (a \$20.00 NSF fee will be charged for NSF cheques.)
- money order, payable to the Minister of Finance.
- VISA             MasterCard

Credit card number: \_\_\_\_\_ Expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of cardholder (as it appears on card): \_\_\_\_\_

Signature of cardholder: \_\_\_\_\_

If paying by credit card, the applicant may complete the required credit card information above, or, prior to mailing or faxing this completed application, TELEPHONE LCLB Head Office directly to provide the credit card number and expiry date.

I am paying by credit card

**TOTAL FEE SUBMITTED \$55.00**

**SUBMIT FEE AND APPLICATION FORM TO VICTORIA OFFICE ONLY:**

**Mailing address:**

Liquor Control and Licensing Branch  
PO Box 9292 Stn Prov Govt  
Victoria, BC V8W 9J8

**Drop off location**

Liquor Control and Licensing Branch  
Second Floor, 1019 Wharf Street  
Victoria, BC V8W 2Y9

FAX: (250) 387-9184

**12. LOCAL GOVERNMENT / FIRST NATIONS COMMENTS:**

- OBJECTION     NO OBJECTION

Comments:

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Name of Municipality/Regional District/First Nations:

Name (print) \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**13. WHAT HAPPENS NEXT?**

*The temporary change application and approval process*

1. If the requested temporary change(s) require local government/First Nations 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 Box 12.
2. The applicant will submit the signed application, all required documents and application fee to the Victoria Head Office (LCLB). **Note: Applicants should ensure they submit their completed application two weeks before the proposed change.**
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 and make a decision on whether or not to approve the temporary change.
7. LCLB staff will contact the applicant by phone, fax or mail and let them know whether or not the change has been approved. The applicant will receive LCLB's decision in writing.

**IMPORTANT NOTE:** This information is collected under the authority of the *Liquor Control and Licensing Act* (RSBC 1996, c. 267, s. 15). The information provided will be used only by ministry staff in consideration of your application for an amendment to a liquor licence. If you have any questions about the collection, use or disclosure of this information, contact the Liquor Control and Licensing Branch.

**14. LCLB OFFICE USE ONLY**     **APPROVED**     **DENIED**     **REFERRED TO GENERAL MANAGER**

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

Approval authority name (print) \_\_\_\_\_

Approval authority signature: \_\_\_\_\_ Date: \_\_\_\_\_



Ministry of Public Safety  
and Solicitor General

Liquor Control and  
Licensing Branch

Mailing Address:  
PO Box 9292 Stn Prov Govt  
Victoria BC V8W 9J8  
Telephone: 250 387-1254  
Facsimile: 250 387-9184  
Web: www.pssg.gov.bc.ca/lclb

Location:  
Second Floor  
1019 Wharf Street  
Victoria

## TEMPORARY CHANGE TO A LIQUOR LICENCE

*This application may be used for one or more temporary change requests for one licence – the fee is \$55*

**NOTE: Application should be received two weeks before proposed change.**

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NOTE: • to apply to suspend your Food-Primary Licence, use the Temporary Suspension Request - Food-Primary Licence (LCLB022)  
• to apply to suspend your Liquor-Primary Licence, use the Temporary Suspension Request - Liquor-Primary Licence (LCLB021)

### LICENSEE INFORMATION

Job No. (C3-LIC) \_\_\_\_\_

Office use only

Licensee name (as shown on licence): Great Canadian Casinos Inc.

Establishment name (as shown on licence): Runway 26

Establishment street address: 8811 River Road (River Rock Casino Resort)

City: Richmond

Province: BC

Postal code: V6X 3P8

Contact person: (LAST NAME, FIRST, MIDDLE)

Essery, Garth

Title: Assistant VP, Planning & Development

Telephone: (604) 247-3239

Facsimile: (604) 232-1261

Licence number(s) affected: 301131

Licence class (check one box only):  Food-Primary  Liquor-Primary  Liquor-Primary Club  Winery Endorsement

### 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: These categories (\*) require local government/First Nations comment.**

#### TYPE OF CHANGE REQUESTED

#### COMPLETE SECTIONS

- |   |                     |
|---|---------------------|
| <input type="checkbox"/> <b>TEMPORARY CHANGE TO HOURS OF SALE</b>   |                     |
| • applies to: Liquor-Primary and Liquor-Primary Club licences, and Winery endorsements – any hours changes* | 1, 2, 3, 10, 11, 12 |
| • applies to: Food-Primary licences – requests for hours of sale later than midnight*                       | 1, 2, 3, 10, 11, 12 |
| • applies to: Food-Primary licences – requests for hours of sale before midnight                            | 1, 2, 3, 10, 11     |
| <input checked="" type="checkbox"/> <b>TEMPORARY PATRON PARTICIPATION ENTERTAINMENT ENDORSEMENT*</b>        | 1, 2, 4, 10, 11, 12 |
| • applies to: Food-Primary licences only  |                     |
| <input checked="" type="checkbox"/> <b>TEMPORARY EXTENSION OF LICENSED AREA</b>                             | 1, 2, 5, 10, 11     |
| • applies to: Food-Primary licences only  |                     |
| <input type="checkbox"/> <b>TEMPORARY EXTENSION OF LICENSED AREA*</b>                                       | 1, 2, 6, 10, 11, 12 |
| • applies to: Liquor-Primary and Liquor-Primary Club licences only  |                     |
| <input type="checkbox"/> <b>WINERY SPECIAL EVENT ENDORSEMENT*</b>   | 1, 2, 6, 10, 11, 12 |
| • applies to: Only Wineries with a Lounge and/or Picnic Area Endorsement                                    |                     |
| <input type="checkbox"/> <b>TEMPORARY LOCATION CHANGE*</b> (no increase in patron or person capacity)       | 1, 2, 7, 10, 11, 12 |
| • applies to: Liquor-Primary and Liquor-Primary Club licences only  |                     |
| <input type="checkbox"/> <b>TEMPORARY LOCATION CHANGE</b> (no increase in patron or person capacity)        | 1, 2, 8, 10, 11     |
| • applies to: Food-Primary licences only  |                     |
| <input type="checkbox"/> <b>OTHER</b>   | 1, 2, 9, 10, 11     |
| • applies to all change requests other than these listed above  |                     |

**2. REASON TEMPORARY CHANGE IS REQUESTED**

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

The purpose of this temporary application is to ensure that approval of the extended licensed areas is in place for the hotel opening.

A Structural Change application was submitted to the Liquor Branch May 11, 2005. The public notification process is complete and we are advised that there are no issues in that regard. City Staff are recommending that Council support the the application and it is scheduled to go before Council on July 25, 2005. Unfortunately, that does not allow enough time to secure the Council resolution and, ultimately, the Liquor Branch approval by August 1st. Accordingly, this temporary change application is simply an interim measure to ensure that the appropriate areas are licensed for the opening of the hotel expansion, and until the permanent structural change application is processed and finalized by the Liquor Branch.

DATE(S) FROM: August 1, 2005 TO: <sup>Aug 31</sup> September 30, 2005 (inclusive)

**3.  TEMPORARY CHANGE TO HOURS OF SALE**

*Applies to: Liquor-Primary and Liquor-Primary Club licences, and Winery endorsements – any hours changes\**

*Applies to: Food-Primary licences – requests for hours of sale later than midnight\**

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

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 box 13, page 7 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

Close

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

Close

**\*IMPORTANT NOTE:** These categories above (\*) require local government/First Nations comment.

**4.  TEMPORARY PATRON PARTICIPATION ENTERTAINMENT ENDORSEMENT**

*Applies to: Food-Primary licences only*

Licenses 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 Nations. See box 13, page 7 for more information on this process.

Describe the type of entertainment you are requesting:

Occasional live bands and DJ music for special occasions/events where there would be dinner and dancing.

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 at the top of page one).

**5.  TEMPORARY EXTENSION OF LICENSED AREA – Food-Primary Licences Only**

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 contact information, top of pg. 1). **This application process does not require comment from local government or First Nations.**

**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:

... or proposed capacity if an occupant load for the extended area cannot be provided:

Floor plan of the extended area showing how perimeter is defined, the area's dimensions and its physical relationship to existing licensed areas, where the extension is indoors or within a permanent structure.

- Floor plan must have occupant load of the extended area marked/stamped on the plans by provincial (or designate) fire or building authorities.
- Provide capacity of extended area if extension is outside.

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

**6.  TEMPORARY EXTENSION OF LICENSED AREA – Liquor-Primary and Liquor-Primary Club Only**

*Applies to: Liquor-Primary and Liquor-Primary Club licences*

OR

**WINERY SPECIAL EVENT ENDORSEMENT**

*Applies to: Only wineries with a Lounge and/or Picnic Area Endorsement*

Licenses may 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 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 Nations. See box 13, page 7 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 (person/patron as shown on licence) to be extended:

... or proposed capacity if an occupant load for the extended area cannot be provided:

Floor plan of the extended area showing how perimeter is defined, the area's 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 (or designate) fire or building authorities where the extension is indoors or within a permanent structure.
- Provide capacity of extended area if extension is outside.

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

**7.  TEMPORARY LOCATION CHANGE – Liquor-Primary and Liquor-Primary Club Only**

*(no increase in patron or person capacity)*

Licenseses may apply for a temporary change of location of one or more licensed areas in their establishment, to accommodate special events, renovations or structural alterations 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 Nations.** See box 13, page 7 for more information on this process.

Current area capacities, as shown on licence:

Area #1	Area #2	Area #3	Area #4	Area #5	Patio

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

Area #1	Area #2	Area #3	Area #4	Area #5	Patio

**Please attach the following documents:**

- Plan of the extended area showing how perimeter is defined, the area's dimensions and its physical relationship to existing licensed areas.
  - Floor plan must have occupant load marked/stamped on the plans by provincial (or designate) fire or building authorities, where the extension is indoors or within a permanent structure.
  - Provide capacity of the new location if outdoors.
- Where the extension area is not on property owned or controlled by the licensee, provide written approval for such use from the property owner.

**8.  TEMPORARY LOCATION CHANGE– Food-Primary Licences Only** *(no increase in patron or person capacity)*

Licenseses may apply for a temporary change of location of one or more licensed areas in their establishment, to accommodate special events, renovations or structural alterations but this change permits no increase in licensed capacity. Proposed changes must comply with occupant load limitations. **Important Note: This application process does not require comment from your local government/First Nations.**

Current area capacities, as shown on licence:

Area #1	Area #2	Area #3	Area #4	Interior Lounge	Patio

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

Area #1	Area #2	Area #3	Area #4	Interior Lounge	Patio

**Please attach the following documents:**

- Floor plan of the establishemnt and proposed extension areas showing how perimeter is defined, the area's dimensions and its physical relationship to normally licensed areas.
  - Floor plan must have occupant load marked/stamped on the plans by provincial (or designate) fire or building authorities, where the extension is indoors or within a permanent structure.
  - Provide capacity of the new location if outdoors.
- Where the extension area is not on property owned or controlled by the licensee, provide written approval for such use from the property owner.

9.  OTHER

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

Describe your request in detail, using additional pages if required. Review of the application by the general manager of the Liquor Control and Licensing Branch will be necessary when discretion is required. Review time may exceed two weeks. Please consult with licensing staff at LCLB in Victoria (see top of pg 1 for contact information).

DATE(S) FROM: \_\_\_\_\_ TO: \_\_\_\_\_ (inclusive)  
TIME(S): \_\_\_\_\_

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):

Name (printed) Watt Allan James Position held: Sr. Vice President  
LAST NAME / FIRST NAME / MIDDLE NAME  
Signature [Signature] Date 07 04 2005  
MM / DD / YY  
Planning & Development

Name (printed): \_\_\_\_\_ Position held \_\_\_\_\_  
LAST NAME / FIRST NAME / MIDDLE NAME  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
MM / DD / YY

Name (printed): \_\_\_\_\_ Position held \_\_\_\_\_  
LAST NAME / FIRST NAME / MIDDLE NAME  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
MM / DD / YY

Name (printed): \_\_\_\_\_ Position held \_\_\_\_\_  
LAST NAME / FIRST NAME / MIDDLE NAME  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
MM / DD / YY

**11. APPLICATION FEES – Payment Options**

Fees may be paid by cheque, money order, debit or credit card. Debit transactions can only be made in person at the Victoria Head Office. See contact information on page one. Submit the payment with the application form. Do not mail cash.

**Enclosed payment is by (check one):**

- cheque, payable to the Minister of Finance (a \$20.00 NSF fee will be charged for NSF cheques.).
- money order, payable to the Minister of Finance.
- VISA       MasterCard

Credit card number: \_\_\_\_\_ Expiry date: \_\_\_\_/\_\_\_\_.

Name of cardholder (as it appears on card): \_\_\_\_\_

Signature of cardholder: \_\_\_\_\_

If paying by credit card, the applicant may complete the required credit card information above, or, prior to mailing or faxing this completed application, TELEPHONE LCLB Head Office directly to provide the credit card number and expiry date.

I am paying by credit card

**TOTAL FEE SUBMITTED \$55.00**

**SUBMIT FEE AND APPLICATION FORM TO VICTORIA OFFICE ONLY:**

**Mailing address:**

Liquor Control and Licensing Branch  
PO Box 9292 Stn Prov Govt  
Victoria, BC V8W 9J8

**Drop off location**

Liquor Control and Licensing Branch  
Second Floor, 1019 Wharf Street  
Victoria, BC V8W 2Y9

FAX: (250) 387-9184

**12. LOCAL GOVERNMENT / FIRST NATIONS COMMENTS:**

- OBJECTION     NO OBJECTION

Comments:

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**Name of Municipality/Regional District/First Nations:**

**Name (print)** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_



### 13. WHAT HAPPENS NEXT?

#### *The temporary change application and approval process*

1. If the requested temporary change(s) require local government/First Nations 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 Box 12.
2. The applicant will submit the signed application, all required documents and application fee to the Victoria Head Office (LCLB). **Note: Applicants should ensure they submit their completed application two weeks before the proposed change.**
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 and make a decision on whether or not to approve the temporary change.
7. LCLB staff will contact the applicant by phone, fax or mail and let them know whether or not the change has been approved. The applicant will receive LCLB's decision in writing.

**IMPORTANT NOTE:** This information is collected under the authority of the *Liquor Control and Licensing Act* (RSBC 1996, c. 267, s. 15). The information provided will be used only by ministry staff in consideration of your application for an amendment to a liquor licence. If you have any questions about the collection, use or disclosure of this information, contact the Liquor Control and Licensing Branch.

### 14. LCLB OFFICE USE ONLY APPROVED DENIED REFERRED TO GENERAL MANAGER

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

Approval authority name (print) \_\_\_\_\_

Approval authority signature: \_\_\_\_\_

Date: \_\_\_\_\_