

City of Richmond

Report to Committee

To:

General Purposes Committee

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

From:

Anne Stevens

File:

12-8275-30-008/Vol 01

Re:

Manager, Customer Services

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 1st to August 31st, 2005.

Anne Stevens

Manager, Customer Services

(4273)

Att. 2

FOR ORIGINATING	DIVISION US	E ONLY			
CONCURRENCE OF GENERAL MANAGER					
	1				
REVIEWED BY TAG	YES	NO			
	Z _v				
REVIEWED BY CAO	YES	NO			

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 <u>permanent</u> amendments has been prepared and is scheduled to be presented at the General Purposes Committee meeting on July 18th. If the staff recommendation to support the amendments is approved by General Purposes Committee on July 18th, the report would subsequently be presented at the City Council meeting on July 25th. 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 2nd 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 1st. 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 1st until August 31st, 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 1st 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 1st. The temporary changes are requested from August 1st until August 31st, 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)

	No. (C3-LIC) se 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: (6 Licence number(s) affected: 300979	504) 247-3239 Facsimile: (604) 232-1261
Licence class (check one box only): Food-Primary Viguor-Primary	Liquor-Primary Club Winery Endorsement
TYPE OF CHANGE REQUESTED	require local government/First Nations comment. COMPLETE SECTIONS
 TEMPORARY CHANGE TO HOURS OF SALE applies to: Liquor-Primary and Liquor-Primary Club licences, and Winery endorseme 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 	ents – any hours changes* 1, 2, 3, 10, 11, 12 1, 2, 3, 10, 11, 12 1, 2, 3,10, 11
☐ TEMPORARY PATRON PARTICIPATION ENTERTAINMENT ENDORSEME	ENT* 1, 2, 4, 10, 11,12
 applies to: Food-Primary licences only TEMPORARY EXTENSION OF LICENSED AREA applies to: Food-Primary licences only 	1, 2, 5, 10, 11
TEMPORARY EXTENSION OF LICENSED AREA* • applies to: Liquor-Primary and Liquor-Primary Club licences only	1, 2, 6, 10, 11, 12
 WINERY SPECIAL EVENT ENDORSEMENT* applies to: Only Wineries with a Lounge and/or Picnic Area Endorsement 	1, 2, 6, 10, 11, 12
TEMPORARY LOCATION CHANGE* (no increase in patron or person capa applies to: Liquor-Primary and Liquor-Primary Club licences only	1, 2, 7, 10, 11, 12
TEMPORARY LOCATION CHANGE (no increase in patron or person capace applies to: Food-Primary licences only	tity) 1, 2, 8, 10, 11
OTHER • applies to all change requests other than these listed above	1, 2, 9, 10, 11

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: September 30, 2005

(inclusive)

3. 「	1 TEM	IPORARY	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:

Close

Current hours of sale: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Open

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
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 <i>Liquor Control and Licensing Act</i> , 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.
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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.

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Area #1	Area #2	Area #3	Area #4	Area #5	Patio	
	he following do					
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		ew location if outdo				
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Licensees may	apply for a temptions or structura	oorary change of lo	ocation of one or m is change permits	ore licensed area	s in their establish	ment, to accommodate special roposed changes must comply myour local government/First
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O. OTHER Complete this section if you are requesting a change other than to Describe your request in detail, using additional pages if required. Review of the app Control and Licensing Branch will be necessary when discretion is required. Review idensing staff at LCLB in Victoria (see top of pg 1 for contact information).	lication by the general manager of the Liquor
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DATE(A) PROM	
DATE(S) FROM: TO: TIME(S):	(inclusive)
10. DECLARATION	
My eignature (the licensee's) below indicates I understand and acknowledge:	
All of the information given is true and complete to the best of my knowled Licensing Act states, "A person applying for the leave, renewal, transfer or disclose a material fact required by the form of application or makes a fals application, commits an offence".	amendment of a licence who fails to
Signature of applicants (Signature of signing officer of a company or society, sole	
Name (printed) Watt Allan James	Position hold Sr. Vice Tres: Lat Planning + Development
Signature ()	Date 07 04 2005
Name (printed)	Position held
LABT NAME / FIRST NAME / MIDDLE NAME 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

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11. APPLICATION FEES – Payi		
·····	ment Options	
Fees may be paid by cheque, money ord Office. See contact information on page	der, debit or credit card. Debit transactions one. Submit the payment with the applica	s can only be made in person at the Victoria Head ation form. Do not mail cash.
Enclosed payment is by (check one): cheque, payable to the Minister of F money order, payable to the Ministe VISA MasterCard	inance (a \$20.00 NSF fee will be charged r of Finance.	for NSF cheques.).
Credit card number:	E)	xpiry date:/
Name of cardholder (as it appears on ca	ard):	
Signature of cardholder:		
If paying by credit card, the applicant ma completed application, TELEPHONE LC	ay complete the required credit card inform CLB Head Office directly to provide the cred	nation above, or, prior to mailing or faxing this dit card number and expiry date.
I am paying by credit card		TOTAL FEE SUBMITTED \$55.00
SUBMIT FEE AND APPLICATION FOR	OM TO VICTORIA OFFICE ONLY	TOTAL FEE SUBMITTED \$55.00
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
Name of Musicipality/Daging	Al Dietriot/Eirot Nationa	
Name of Municipality/Regional		Phone
, ,	al District/First Nations:	Phone:

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:			
The second secon			
Approval authority name (print)			



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/iclb

Location: Second Floor 1019 Wharf Street Victoria

TEMPORARY CHANGE TO A LIQUOR LICENCE

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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	o Resort)
City: Richmond Province: BC	Postal code: V6X 3P8
Contact person: (LAST NAME, FIRST, MIDDLE) Essery, Garth	
Title: Assistant VP, Planning & Development Telepho	ne: (604) 247-3239 Facsimile: (604) 232-1261
Licence number(s) affected: 301131	
Licence class (check one box only):	Primary
1. TEMPORARY CHANGE REQUESTED Please check the appropriate boxes below. You may complete more that are for the same licence number. *IMPORTANT NOTE: These category	an one change section on this form as long as the changes ries (*) require local government/First Nations comment.
TYPE OF CHANGE REQUESTED	COMPLETE SECTIONS
☐ TEMPORARY CHANGE TO HOURS OF SALE	
 applies to: Liquor-Primary and Liquor-Primary Club licences, and Winery en applies to: Food-Primary licences – requests for hours of sale later than mic applies to: Food-Primary licences – requests for hours of sale before midnig 	fnight* 1, 2, 3, 10, 11, 12
TEMPORARY PATRON PARTICIPATION ENTERTAINMENT ENDO	RSEMENT* 1, 2, 4, 10, 11,12
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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: September 30, 2005

(inclusive)

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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
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Close			1		·		

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:
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.
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or proposed capacity if an occupant load for the extended area cannot be provided:
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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
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 <i>Liquor Control and Licensing Act</i> , 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.

(no ind Licensees may events, renovat with occupant le	crease in patron of apply for a tempo ions or structural oad limitations. In	or person capacity) orary change of loc alterations but this	ation of one or m change permits is application p	ore licensed areas	quor-Primary Club s in their establishment, to nsed capacity. Proposed comment from your local	o accommodate special d changes must comply
Current area ca	apacities, as show	vn on licence:				
Area #1	Area #2	Area #3	Area #4	Area #5	Patio	
Proposed temp	orary changes in	capacity (no increa	ase in total capac	city permitted):		
Area #1	Area #2	Area #3	Area #4	Area #5	Patio	
Please attach	the following do	cuments:				
Plan of the areas.	extended area s	howing how perime	eter is defined, th	e area's dimensior	ns and its physical relatio	nship to existing licensed
		upant load marked or within a permane		plans by provincial	l (or designate) fire or bu	ilding authorities, where
	extension area is	ew location if outdo s not on property o		d by the licensee,	provide written approval	for such use from the
8. TEM	PORARY LO	CATION CHAN	GE- Food-Pr	imary Licence	s Only (no increase in pa	atron or person capacity)
events, renova	tions or structura	l alterations but this	s change permits	no increase in lice	is in their establishment, ensed capacity. Propose quire comment from your	
Current area o	apacities, as sho	wn on licence:				
Area #1	Area #2	Area #3	Area #4	Interior Loun	ge Patio	
Proposed tem	porary changes i	n capacity (no incre	ease in total capa	city permitted):		
Area #1	Area #2	Area #3	Area #4	Interior Loun	ge Patio	
Please attach	the following d	ocuments:				
		mnt and proposed mally licensed area		showing how perir	meter is defined, the area	a's dimensions and its
		cupant load marked or within a perman		plans by provincia	al (or designate) fire or bu	uilding authorities, where
_		new location if outd				
Where the property of		is not on property of	owned or controll	ed by the licensee,	, provide written approval	I for such use from the

OTHER Complete this section if you are requesting a change other than the Describe your request in detail, using additional pages if required. Review of the application and Licensing Branch will be necessary when discretion is required. Review the censing staff at LCLB in Victoria (see top of pg 1 for contact information).	cation by the general manager of the Liquor
	·
	:
DATE(8) FROM:	(inclusive)
TIME(S):	
10. DECLARATION	
My signature (the Ilcensee's) below indicates I understand and acknowledge: All of the Information given is true and complete to the best of my knowledge Licensing Act states, "A person applying for the issue, renewal, transfer or a disclose a material fact required by the form of application or makes a false application, commits an offence".	mendment of a licence who fails to
Signature of applicants (Signature of signing officer of a company or society, sole p	Α
Name (printed) DAT NAME FIRST NAME MIDDLE NAME	Planning Terebornert
Signature (Law)	Date 07 04 2005
Name (printed)	Position held
Signature	Date MM / DD / YY
Name (printed)	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 - Payr	nent Options	·
	ler, debit or credit card. Debit transactions car one. Submit the payment with the application	n only be made in person at the Victoria Head n form. Do not mail cash.
Enclosed payment is by (check one): cheque, payable to the Minister of Fi money order, payable to the Minister VISA MasterCard	inance (a \$20.00 NSF fee will be charged for N r of Finance.	NSF cheques.).
Credit card number:	- Expiry	/ date:/
Name of cardholder (as it appears on ca	rd):	
Signature of cardholder:		
If paying by credit card, the applicant ma completed application, TELEPHONE LC	y complete the required credit card information LB Head Office directly to provide the credit ca	n above, or, prior to mailing or faxing this ard number and expiry date.
I am paying by credit card		
		TOTAL FEE SUBMITTED \$55.00
SUBMIT FEE AND APPLICATION FOR Mailing address: Liquor Control and Licensing Branch PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8	M TO VICTORIA OFFICE ONLY: Drop off location Liquor Control and Licensing Branch Second Floor, 1019 Wharf Street Victoria, BC V8W 2Y9	FAX: (250) 387-9184
Comments:		
Name of Municipality/Regional	District/First Nations:	
· · ·		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.
- 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: