



City of Richmond

Report to Committee

To: General Purposes Committee

To General Purposes - Aug 29, 2005
Date: August 23, 2005

From: Anne Stevens
Manager, Customer Services

File: 8275-30-017

Re: **Liquor Licence Amendments - Plaza Premium Lounge, and Stateside Bar & Grill, Vancouver International Airport**

Staff Recommendation

1. That Council decline comment to the Liquor Control and Licensing Branch with regard to the applications by Plaza Premium Lounge, and Stateside Bar & Grill to amend their Liquor-Primary licences at Vancouver International Airport.
2. That a copy of the resolution be forwarded to the LCLB in accordance with the legislative requirements.

Anne Stevens
Manager, Customer Services
(4273)

Att. 2

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

Staff Report

Origin

The provincial Liquor Control and Licensing Branch (LCLB) issues licences in accordance with the Liquor Control and Licensing Act and Regulations.

The LCLB notifies local government to give them the opportunity to provide comments and recommendations to the LCLB on certain liquor licence applications and amendments. For a new licence or an amendment to an existing licence, the process requires the local government to provide a Council resolution that either:

- comments on the legislative review criteria (views of residents, potential for noise, impact on the community), or,
- declines comment on the application.

This report deals with applications by two licensed establishments at Vancouver International Airport (YVR) to amend the hours of sale for their Liquor-Primary licences.

Analysis

Plaza Premium Lounge BC Ltd, doing business as “Plaza Premium Lounge (Departures Lounge)”, has applied to the LCLB to change the hours of sale for their Liquor-Primary licence. Currently, the hours of sale are from 9:00 am – midnight Mondays through Sundays. They have applied to extend the hours until 3:00 am every day to better serve passengers of overnight flights (Attachment 1).

Cara Operations Ltd, doing business as “Stateside Bar & Grill”, has also applied to the LCLB to change the hours of sale for their Liquor-Primary licence. Currently, the hours of sale are from 9:00 am – 11:00 pm Mondays through Saturdays, and from 11:00 am – midnight on Sundays. They have applied to change the hours on Sundays only from 9:00 am – 11:00 pm to meet passenger demands (Attachment 2).

Both of these establishments are located in the post-security area at YVR. This area is for ticket holders only who have cleared security, cleared customs, and those who are making a transfer to another flight. This area is not open to the general public or to anyone visiting the airport.

Staff recommends that Council decline comment on these applications for the following reasons:

- the establishments are located in the post-security area of YVR;
- the amendments do not directly affect the general public in Richmond. The legislation states that the views of residents/businesses are to be gathered if the City considers them to be directly affected,
- staff feel it is not appropriate to have the applicant go through the City’s process, which would require the applicant to pay \$500, to post signs on the site, and to place ads in the local paper;

By declining comment on these applications, the Province would then assume responsibility for the process.

Financial Impact

None

Conclusion

This report deals with applications by two licensed establishments at Vancouver International Airport (YVR) to amend the hours of sale for their Liquor-Primary licences.

Staff recommends that Council decline comment on these applications as the establishments are located in the post-security area of YVR, and they do not directly affect the general public in Richmond. By declining comment on these applications, the Province would then assume responsibility for the process.

Staff recommends that a copy of the resolution be forwarded to the LCLB in accordance with the legislative requirements.



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

Location:
 Second Floor
 1019 Wharf Street
 Victoria

TO: Cynthia Hussier 604 276 457

APPLICATION FOR A PERMANENT CHANGE TO A LIQUOR LICENCE

IMPORTANT NOTE: This information is collected under the authority of the Liquor Control and Licensing Act (RSBC 1996, c. 267, s. 18). The information provided will be used only by ministry staff in consideration of your application for a liquor licence amendment. If you have any questions about the collection, use or disclosure of this information, contact the Liquor Control and Licensing Branch.

Licensee Information (please print clearly)

Licensee name (as shown on licence): PLAZA PREMIUM LOUNGE / DEPARTURES LOUNGE
 Establishment name (as shown on licence): PLAZA PREMIUM LOUNGE / DEPARTURES LOUNGE
 Establishment address: ROOM C34550 INTERNATIONAL TERMINAL BUILDING
RICHMOND BC Postal code: V7B 1V4
 Contact person: AMILY NG
 Title/Position: MANAGER Telephone: (778) 883-3221 Facsimile: 604, 276-8620
 Mailing address (if different from above): P.O. BOX 32342 AIRPORT POSTAL OUTLET, RICHMOND BC
 Postal code: V7B 1Y7 Telephone: (604) 276-6688 Facsimile: (604) 276-8620

Type of Change Requested

Please check (✓) appropriate box(es) below and provide licence numbers affected for each requested change. You may complete more than one change section on this form.

Type of change requested	License numbers affected
<input type="checkbox"/> 1. Internal Transfer of Shares p. 2	
<input type="checkbox"/> 2. External Transfer of Shares p. 2	
<input type="checkbox"/> 3. Change of Directors or Officers p. 2	
<input type="checkbox"/> 4. Name change - person p. 3	
<input type="checkbox"/> 5. Name change - licensee (corporation) p. 3	
<input type="checkbox"/> 6. Name change - licensee (partnership) p. 3	
<input type="checkbox"/> 7. Name change - licensee (society) p. 3	
<input type="checkbox"/> 8. Establishment or licence name change p. 4	
<input type="checkbox"/> 9. Addition of receiver or executor p. 4	
<input type="checkbox"/> 10. Food-primary entertainment endorsement p. 4	
<input checked="" type="checkbox"/> 11. Change to hours of sale p. 5	171445
<input type="checkbox"/> 12. Request for change in terms and conditions p. 5	

REFER TO PAGE 8, SECTION 18 FOR THE APPROVAL PROCESS FOR THE TYPE OF CHANGE YOU HAVE REQUESTED

Applying for other permanent changes to your licence:

- To apply for alterations or additions to a licensed establishment (structural changes), use form LCLB012a or LCLB012c called *Application for a Structural Change*.
- To apply to have a third party management firm or lessee operate your licensed establishment, or for a resident manager to operate your establishment, use the separate form called *Application for a Third Party Operator or Resident Manager* (LCLB012b).

1. INTERNAL TRANSFER OF SHARES

Fee: \$110 per licence x _____ licences = \$ _____

Licensee name (as shown on licence): _____

Private corporations only. To be completed when shares have been transferred within the licensee corporation or a holding company within the licensee corporation, but no new shareholders have been added. This section to be completed by third party operators (private corporations) when an internal share transfer occurs.

Please attach the following:

- Signed minutes/resolutions of meeting during which each share transfer or issuance to new shareholder took place
- Updated Register of Members (shareholders)
- Updated Register of Directors and Executive Officers

Also complete Boxes 13 and 14 on page 6.

2. EXTERNAL TRANSFER OF SHARES

Fee: \$330 per licence x _____ licences = \$ _____

Private corporations only. To be completed when new shareholders have entered the licensee corporation or a holding company within the licensee corporation. This section to be completed by third party operators (private corporations) when an external share transfer occurs.

Please attach the following:

- Signed minutes/resolutions of meeting during which each share transfer or issuance to new shareholder took place
- Updated Register of Members (shareholders)
- Updated Register of Directors and Executive Officers
- If new shareholder is a corporation, attach the Certificate of Incorporation, Memorandum of Authorized Capital, Resolution(s) allocating shares to all current shareholders and the Current Register of Members.
Note: As an alternative to the above corporate documents, applicants may submit a letter from a BC lawyer providing all of the essential information contained within the documents. (A sample of a lawyer's letter is available on request.)
- Completed *Personal History Summary and Consent for Criminal Record Search* (LCLB004) forms for all required individuals. A new shareholder may be required to complete this form. Refer to the *Who needs to consent to a criminal record search?* pamphlet.
- Completed *Consent for Disclosure of Criminal Record Information* (RCMP GRC3584) for all required individuals.
- Photocopy of primary proof of identity for all required individuals. Acceptable photo identification includes drivers licence from a Canadian jurisdiction, passport or BCID card.

Also complete Boxes 13 and 14 on page 6.

**3. CHANGE OF DIRECTORS OR OFFICERS
for Corporations and Societies**

Fee: \$55 per licence x _____ licences = \$ _____

To be completed when there are changes in directors or officers of a corporation or society within the licensee legal entity.
Note: If an internal transfer of shares accompanies this change, only complete and pay the internal share transfer application fee.

Please attach the following documents, and the additional documents below according to type of legal entity:

- Completed *Personal History Summary and Consent for Criminal Record Search* (LCLB004) forms for all required individuals. A new shareholder may be required to complete this form. Refer to the *Who needs to consent to a criminal record search?* pamphlet.
- Completed *Consent for Disclosure of Criminal Record Information* (RCMP GRC3584) for all required individuals.
- Photocopy of primary proof of identity for all required individuals. Acceptable photo identification includes drivers licence from a Canadian jurisdiction, passport or BCID card.
- Private corporation:** Updated Register of Directors and Executive Officers
- Public corporation:**
 - Notice of Directors
 - List of Executive Officers
- Societies:** Current list of Officers and Directors

Also complete Boxes 13 and 14 on page 6.

**4. PERSON'S NAME CHANGE - Sole Proprietor, Partner, Shareholder,
Director, Officer (All licence classes)**

Fee: \$55 per licence x _____ licences = \$ _____

To be completed when a person holding an interest in a licence has legally changed his or her name.

Person's name (in full): _____
LAST NAME / FIRST NAME / MIDDLE NAME

Name changed to (in full): _____
LAST NAME / FIRST NAME / MIDDLE NAME

Please attach the following:

- Copy of Certificate of Name Change, Marriage Certificate, etc.

Also complete Boxes 13 and 14 on page 6.

**5. LICENSEE NAME CHANGE
Corporation Name**

Fee: \$55 per licence x _____ licences = \$ _____

To be completed when a corporation with an interest in a licence has legally changed its name, but existing corporate shareholders, directors and officers have not changed.

Current licensee or holding company name (in full): _____

Name changed to (in full): _____

Please attach the following:

- Copy of Certificate of Incorporation showing change of name.

Also complete Boxes 13 and 14 on page 6.

**6. LICENSEE NAME CHANGE
Partnership Business Name**

Fee: \$55 per licence x _____ licences = \$ _____

To be completed when the legal name of a partnership is changed but no new partners are added and no existing partners are deleted.

Current registered partnership name (in full): _____

Name changed to (in full): _____

Please attach the following:

- If a registered partnership, a copy of a partnership registration document from the BC Registrar of Companies showing the change of name.
- If the partnership is not registered, provide a legal document showing change of name.

Also complete Boxes 13 and 14 on page 6.

**7. LICENSEE NAME CHANGE
Society Name**

Fee: \$55 per licence x _____ licences = \$ _____

To be completed when the legal name of a society is changed, but the society structure, membership and certification number on the certificate of incorporation does not change. Please note: A Liquor-Primary Club Licence held by a society is void if the society and its membership ceases to exist. (Liquor Control and Licensing Act, Section 24)

Current registered society name (in full): _____

Name changed to (in full): _____

Please attach the following:

- Copy of Certificate of Incorporation under the Societies Act showing change of name.

Also complete Boxes 13 and 14 on page 6.

**Questions about completing this application?
Call the branch toll-free at 1-866-209-2111**

8. ESTABLISHMENT NAME CHANGE and/or LICENCE NAME CHANGE (All licence classes)

Fee: \$55 per licence x _____ licences = \$ _____

To be completed when the licensee wishes to change the name of an establishment and/or licence. If a name change results in a change in exterior signs, the signs are subject to branch approval and only the name change fee will apply.

(a) Establishment name change:

Current establishment name as shown on licence: _____
Proposed name: _____

(b) Licence name changes:

Licence #: _____ Current licence name: _____
Proposed licence name: _____
Licence #: _____ Current licence name: _____
Proposed licence name: _____
Licence #: _____ Current licence name: _____
Proposed licence name: _____

Also complete Boxes 13 and 14 on page 6.

9. ADDITION OF RECEIVER OR EXECUTOR (All licence classes)

Fee: \$55 per licence x _____ licences = \$ _____

To be completed upon the death or bankruptcy/receivership of a licensee. Please provide the requested information and attach the required documents:

Current licensee name: _____
LAST NAME / FIRST NAME / MIDDLE NAME

(a) Executor's name: _____
LAST NAME / FIRST NAME / MIDDLE NAME

Copy of Assignment of Executor

OR

(b) Receiver's name: _____
LAST NAME / FIRST NAME / MIDDLE NAME

Copy of Court Order appointing Receiver (Order must include authority to operate the licensee's business).

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Also complete Boxes 13 and 14 on page 6.

10. FOOD-PRIMARY (restaurant) ENTERTAINMENT ENDORSEMENT

Fee: \$110 per licence x _____ licences = \$ _____

Please choose (one only) the type of entertainment applied for.

(a) Patron non-participation entertainment endorsement (musicians, etc.)

submit a letter of intent describing, in detail, the form of patron non-participation entertainment proposed.

OR

(b) Patron participation entertainment endorsement (dance floor, karaoke, etc.)

submit a letter of intent describing, in detail, the form of patron participation entertainment proposed, and

request a local government/First Nation resolution commenting on the application (local government must complete Box 16 of this form; for further information on local government resolutions, read box 15, page 7)

• If applicable, complete an *Application for a Structural Change* (LCLB000) and include any requests for changes to licensed capacity.

• If you are requesting a change to your establishment's hours of sale in conjunction with the entertainment application, complete section 10 above. Any requests for Food-Primary hours of sale later than midnight require a local government/First Nation resolution supporting the application.

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 on page one).

Also complete Boxes 13 and 14 on page 6.

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11. CHANGE TO HOURS OF SALE

(Liquor-Primary, Liquor-Primary Club, Food Primary & Winery endorsements)

Fee: \$110 per licence x 1 licences = \$ 110.00

Licensees may apply to revise hours of sale, subject to any restrictions within the Liquor Control and Licensing Act, Regulations, branch policies and/or original terms and conditions of licensing. In some instances, the general manager of the Liquor Control and Licensing Branch may require the licensee to post public notices before a decision to alter licence hours is considered.

Check (✓) the appropriate change, and provide the requested information and documents:

- (a) Food-Primary - request to change hours before midnight: complete proposed hours of sale section below
- (b) Food-Primary - request to extend hours later than midnight
 - complete proposed hours of sale section below, and
 - request a local government/First Nation resolution commenting on the application (local government must complete box 16 of this form; for further information on local government resolutions, read box 15, page 7.)
- (c) Liquor-Primary, Liquor-Primary Club or Winery Lounge - any change to hours of sale
 - complete proposed hours of sale section below, and
 - request a local government/First Nation resolution commenting on the application (local government must complete box 16 of this form; for further information on local government resolutions, read box 15, page 7.)

Proposed hours of sale

Monday - Thursday 9:00 A m to 3:00 A m

Friday 9:00 A m to 3:00 A m

Saturday 9:00 A m to 3:00 A m

Sunday 9:00 A m to 3:00 A m

Reason for change in hours: Business Hours of Departures Lounge: 9AM - 3AM
In order to serve the overnight flights - passengers.

Also complete Boxes 13 and 14 on page 6.



12. REQUEST FOR A CHANGE IN TERMS AND CONDITIONS

Fee: \$110 per licence x licences = \$

This section may be used for special requests to the general manager of LCLB for exceptions to policy related to the terms and conditions of a liquor licence.

Please attach:

- A letter of intent describing, in detail, the proposed change to your licence and the reasons for the request.

Also complete Boxes 13 and 14 on page 6.

Amily Man Yee Ng
 4 - 8071 Bennett Road
 Richmond, B.C. V6Y 1N4

106

DATE Oct 20, 2004

PAY TO THE ORDER OF Minister of Finance \$ 110.00
One Hundred & Ten only 100 DOLLARS

ROYAL BANK OF CANADA
 TERRA NOVA PERSONAL FINANCIAL SERVICE CENTRE
 #140 - 3871 WESTMINSTER HIGHWAY
 RICHMOND, BC V7C 5V2

MEMO License # 171445

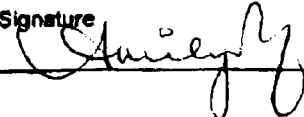
⑈ 106 ⑈ ⑆ 03880 ⑆ 0031542 ⑆ 971 ⑆ 7 ⑈

PART 13: 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 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)	Signature	Position held	Date
NG AMILY LAST NAME / FIRST NAME / MIDDLE NAME		MANAGER	Oct 20, 2004 MM / DD / YY
_____ LAST NAME / FIRST NAME / MIDDLE NAME	_____	_____	_____ MM / DD / YY
_____ LAST NAME / FIRST NAME / MIDDLE NAME	_____	_____	_____ MM / DD / YY
_____ LAST NAME / FIRST NAME / MIDDLE NAME	_____	_____	_____ MM / DD / YY

PART 14: 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): AMILY NG

Signature of cardholder: _____

If paying by credit card, the applicant may MAIL this application form, or TELEPHONE LCLB Head Office directly to provide the credit card number and expiry date.

TOTAL FEE SUBMITTED \$ 110.00

SUBMIT FEE AND APPLICATION FORM TO VICTORIA OFFICE ONLY:

Mailing address:	Drop off location
Liquor Control and Licensing Branch	Liquor Control and Licensing Branch
PO Box 9292 Stn Prov Govt	Second Floor, 1019 Wharf Street
Victoria, BC V8W 9J8	Victoria, BC V8W 2Y9

PART 15: LOCAL GOVERNMENT/FIRST NATION RESOLUTIONS: Information for the Applicant

For the following change types, a resolution from your local government or First Nation, commenting on the application, must be submitted with the application form and fees:

- Section 10(b) Food-primary patron participation entertainment endorsement
- Section 11(b) and 11(c) Change to hours of sales (except food-primary changes before midnight)

Licensee responsibilities:

- Fill out appropriate change application sections in this form.
- Request your local government/First Nation to sign and date Box 16 of this form.
- Provide a photocopy of this form to the local government/First Nation and request that a resolution be provided within 90 days and sent directly to the Liquor Control and Licensing Branch, Victoria Head Office.
- Send the original form and application fees to the branch.
- The Liquor Control and Licensing Branch will follow up with the local government/First Nation if a resolution has not been received by the branch within 90 days of the local government's receipt of your request.

Your local government/First Nation may decide that it does not wish to provide comment on your change request. However, they must still provide a resolution stating this decision and this resolution must be submitted to the Liquor Control and Licensing Branch.

For more information on resolutions regarding BC liquor licences, please visit the LCLB web site to consult the guide *Role of Local Government and First Nation* at <http://www.pasg.gov.bc.ca/lclb/>

PART 16: LOCAL GOVERNMENT/FIRST NATION CONFIRMATION OF RECEIPT OF APPLICATION

To be filled out by your local government or First Nation office in relation to sections 10(b), 11(b) and 11(c) of this form.

Local government/First Nation (name): City of Richmond

Date this application was received by the local government/First Nation: Feb 11 2005

Name of official (printed): Lussier, Cynthia Position: Customer Service Clerk
LAST NAME / FIRST NAME / MIDDLE NAME

Signature: 

This application serves as notice from the Liquor Control and Licensing Branch that an application for a permanent change to a liquor licence is being made within your community. The Liquor Control and Licensing Branch (LCLB) requests that a resolution commenting on the application be sent to the LCLB Victoria Head Office within 90 days of the above date of receipt. If more than 90 days is required to provide a resolution, please contact the branch to make a request to the general manager for an extension. If the local government/First Nation decides not to provide comment, a resolution indicating this decision must be provided to the branch. Please be advised that if the LCLB does not receive a resolution or a request for an extension within 90 days, the general manager is authorized to review the application without a resolution, considering factors (a) through (d) below, and make a decision about the application.

All of the items outlined below in points (a) through (d) must be addressed in the resolution in order for the resolution to comply with section 53 of the Liquor Control and Licensing Regulation. Any report presented by an advisory body or sub-committee to the council or board may be attached to the resolution.

- (a) The potential for noise if the application is approved (provide comments).
- (b) The impact on the community if the application is approved (provide comments).
- (c) Whether the amendment may result in the establishment being operated in a manner that is contrary to its primary purpose (provide comments only if the application is from a food-primary licence for an extension of hours of service past midnight or the addition of patron participation entertainment).
- (d) The views of residents if the licence amendment may affect nearby residents (describe the views of residents, the method used to gather the views and provide comments and recommendations with respect to the views. If the views of residents were not gathered, provide reasons).

For more information on resolutions regarding BC liquor licences, please visit the LCLB website to consult the guide *Role of Local Government and First Nation* at <http://www.pasg.gov.bc.ca/lclb/>

Re: Plaza Premium Lounge
Licence # 171445

Application for Change of Hours of Sale

PART 17: APPLICATION AND APPROVAL PROCESS – What happens next?

For the following change requests (all C1):

- Section 2 External Transfer of Shares
- Section 3 Change of Directors and Officers

The process is:

1. The applicant will complete the appropriate section of this form and boxes 14 and 15 on page 6, and attach all required documents.
2. The applicant must submit a complete application package and fee to:

Liquor Control and Licensing Branch:

Mailing Address:

PO Box 9292, Stn Prov Govt
Victoria, BC V8W 9J8

Location:

2nd Floor, 1019 Wharf Street
Victoria BC

3. Liquor Control and Licensing Branch (LCLB) staff will review the application package for completeness and will advise the applicant of any information/documentation required before the application can be processed.
4. LCLB staff will send a copy of the application and supporting documents to the local liquor inspector if an interview is required.
5. LCLB staff will advise the applicant when the application has been 'approved in principle', and instruct the applicant to contact the local liquor inspector to arrange for an interview, if required.
7. LCLB staff will advise the applicant and the liquor inspector when the application is approved.

For the following change requests (all C2):

- Section 1 Internal Transfer of Shares
- Section 4 Person's Name Change
- Section 5 Licensee Name – Corporation
- Section 6 Licensee Name – Partnership
- Section 7 Licensee – Society
- Section 8 Establishment or Licence Name Change
- Section 9 Addition of a Receiver or Executor
- Section 10 Food-Primary Entertainment Endorsement

The process is:

1. The applicant will complete the appropriate section of this form and boxes 14 and 15 on page 6, and attach all required documents.
2. The applicant must submit a complete application package and fee to:

Liquor Control and Licensing Branch:

Mailing Address:

PO Box 9292, Stn Prov Govt
Victoria, BC V8W 9J8

Location:

2nd Floor, 1019 Wharf Street
Victoria BC

3. 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.
4. LCLB staff will advise the applicant and the liquor inspector when the application is approved.

For the following change requests (all C3):

- Section 11 Change to Hours of Sale
- Section 12 Change to Terms and Conditions

The process is:

1. The applicant will complete the appropriate section of this form and boxes 13 and 14 on page 6, and attach all required documents.
2. The applicant must submit a complete application package and fee to:

Liquor Control and Licensing Branch:

Mailing Address:

PO Box 9292, Stn Prov Govt
Victoria, BC V8W 9J8

Location:

2nd Floor, 1019 Wharf Street
Victoria BC

3. 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.
4. LCLB staff may request your local liquor inspector to provide comments regarding your application.
5. LCLB staff will advise the applicant and the liquor inspector when the application is approved.



Ministry of Public Safety
and Solicitor General

Liquor Control and
Licensing Branch

Mailing Address:
PO Box 9292 Stn Prov Govt
Victoria BC V8W 0J8
Telephone: 250 387-1254
Facsimile: 250 387-9184
Web: www.pssg.gov.bc.ca/lclb

Location:
Second Floor
1019 Wharf Street
Victoria

APPLICATION FOR PERMANENT CHANGE TO A LIQUOR LICENCE

INSTRUCTIONS: To apply, please complete all applicable fields then submit with payment as outlined in Part 14 of this form. You may complete this form online, then print. 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 referred to in this document can be found at: www.pssg.gov.bc.ca/lclb/publications

Licensee Information

Licensee name (as shown on licence): CARD OPERATIONS LIMITED

Establishment name (as shown on licence): Stateside Bar and Grill

Establishment address: Rm 4170 Vancouver INT Airport, APO Box 23 270 PM

City: RICHMOND Province: BC Postal code: V7B 1T7

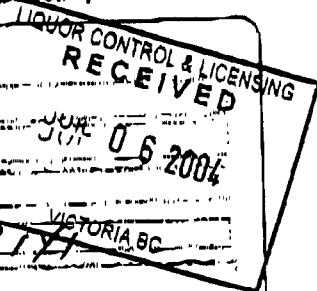
Contact person: (LAST NAME, FIRST, MIDDLE) DAVID WANG

Title/Position: General Manager Telephone: (604) 273-4441 Facsimile: (604) 303-3017

Mailing address (if different from above): Same

City: _____ Province: _____ Postal code: _____

Telephone: () _____ Facsimile: () _____



604-838-1818

Type of Change Requested

Please check (✓) appropriate box(es) below and provide licence numbers affected for each requested change. You may complete more than one change section on this form.

Type of change requested	Licence numbers affected MANDATORY	JOB NUMBER Office Use ONLY
<input type="checkbox"/> 1. Internal Transfer of Shares (p. 2)		(C2-LE)
<input type="checkbox"/> 2. External Transfer of Shares (p. 2)		(C1-LE)
<input type="checkbox"/> 3. Change of Directors or Officers (p. 2)		(C1-LE)
<input type="checkbox"/> 4. Name change, person (p. 3)		(C2-LE)
<input type="checkbox"/> 5. Name change, licensee – corporation (p. 3)		(C2-LE)
<input type="checkbox"/> 6. Name change, licensee – partnership (p. 3)		(C2-LE)
<input type="checkbox"/> 7. Name change, licensee – society (p. 3)		(C2-LE)
<input type="checkbox"/> 8. Establishment or licence name change (p. 4)		(C2-LIC) (sub)
<input type="checkbox"/> 9. Addition of receiver or executor (p. 4)		(C2-LIC) (sub)
<input type="checkbox"/> 10. Food-primary entertainment endorsement (p. 4)		(C2-LIC) (sub)
<input checked="" type="checkbox"/> 11. Change to hours of sale (p. 6)	<u>131230</u>	(C3-LIC) (sub) <u>Job # 704100-25</u>
<input type="checkbox"/> 12. Request for change in terms and conditions (p. 5)		(C3-LIC) (sub)

REFER TO PAGE 8, SECTION 17 FOR THE APPROVAL PROCESS FOR THE TYPE OF CHANGE YOU HAVE REQUESTED

Applying for other permanent changes to your licence:

- To apply for alterations or additions to a licensed establishment (structural changes), use an Application for a Structural Change: for . . . Liquor Primary, Liquor-Primary Club and Winery Endorsements (LCLB012a) or for . . . Food Primary, Manufacturer and Licensee Retail Store (LCLB012c).
- To apply to have a third party management firm or lessee operate your licensed establishment, or for a resident manager to operate your establishment, use the separate form called Application for a Third Party Operator or Resident Manager (LCLB012b).

C2 - LE

1. INTERNAL TRANSFER OF SHARES

Fee: \$110 per licence x: _____ licences = \$: _____

Private corporations only. To be completed when shares have been transferred within the licensee corporation or a holding company within the licensee corporation, but no new shareholders have been added. This section to be completed by third party operators (private corporations) when an internal share transfer occurs.

Please attach the following:

- Signed minutes/resolutions of meeting during which each share transfer or issuance to new shareholder took place
- Updated Register of Members (shareholders)
- Updated Register of Directors and Executive Officers

Also complete Boxes 13 and 14

C1 - LE

2. EXTERNAL TRANSFER OF SHARES

Fee: \$330 per licence x: _____ licences = \$: _____

Private corporations only. To be completed when new shareholders have entered the licensee corporation or a holding company within the licensee corporation. This section to be completed by third party operators (private corporations) when an external share transfer occurs.

Please attach the following:

- Signed minutes/resolutions of meeting during which each share transfer or issuance to new shareholder took place
- Updated Register of Members (shareholders)
- Updated Register of Directors and Executive Officers
- If new shareholder is a corporation, attach the Certificate of Incorporation, Memorandum of Authorized Capital, Resolution(s) allocating shares to all current shareholders and the Current Register of Members.
Note: As an alternative to the above corporate documents, applicants may submit a letter from a B.C. lawyer providing all of the essential information contained within the documents. See 'Lawyer's Letter' available on LCLB's Web site publication index.
- Completed *Personal History Summary and Consent for Criminal Record Search* (LCLB004) forms for all required individuals. A new shareholder may be required to complete this form. Refer to 'Who needs to consent to a criminal record search?' publication on LCLB's Web site.
- Completed *Consent for Disclosure of Criminal Record Information* (RCMP GRC3584) for all required individuals.
- Photocopy of primary proof of identity for all required individuals. Acceptable photo identification includes drivers licence from a Canadian jurisdiction, passport or BCID card.

Also complete Boxes 13 and 14

C1 - LE

**3. CHANGE OF DIRECTORS OR OFFICERS
for Corporations and Societies**

Fee: \$55 per licence x: _____ licences = \$: _____

To be completed when there are changes in directors or officers of a corporation or society within the licensee legal entity.
Note: If an internal transfer of shares accompanies this change, only complete and pay the internal share transfer application fee.

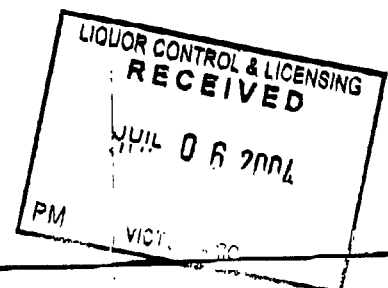
Please attach the following documents, and the additional documents below according to type of legal entity:

- Completed *Personal History Summary and Consent for Criminal Record Search* (LCLB004) forms for all required individuals. A new shareholder may be required to complete this form. Refer to 'Who needs to consent to a criminal record search?' publication on LCLB's Web site.
- Completed *Consent for Disclosure of Criminal Record Information* (RCMP GRC3584) for all required individuals.
- Photocopy of primary proof of identity for all required individuals. Acceptable photo identification includes drivers licence from a Canadian jurisdiction, passport or BCID card.
- Private corporation: Updated Register of Directors and Executive Officers

Public corporation:

- Notice of Directors
- List of Executive Officers
- Societies: Current list of Officers and Directors

Also complete Boxes 13 and 14



C2 - LE

4. PERSON'S NAME CHANGE - Sole Proprietor, Partner, Shareholder, Director, Officer (All licence classes)

Fee: \$55 per licence x _____ licences = \$: _____

To be completed when a person holding an interest in a licence has legally changed his or her name.

Person's name (in full): _____
LAST NAME / FIRST NAME / MIDDLE NAME

Name changed to (in full): _____
LAST NAME / FIRST NAME / MIDDLE NAME

Please attach the following:

- Copy of Certificate of Name Change, Marriage Certificate, etc.

Also complete Boxes 13 and 14

C2 - LE

5. LICENSEE NAME CHANGE Corporation Name

Fee: \$55 per licence x _____ licences = \$: _____

To be completed when a corporation with an interest in a licence has legally changed its name, but existing corporate shareholders, directors and officers have not changed.

Current licensee or holding company name (in full): _____

Name changed to (in full): _____

Please attach the following:

- Copy of Certificate of Incorporation showing change of name.

Also complete Boxes 13 and 14

C2 - LE

6. LICENSEE NAME CHANGE Partnership Business Name

Fee: \$55 per licence x _____ licences = \$: _____

To be completed when the legal name of a partnership is changed but no new partners are added and no existing partners are deleted.

Current registered partnership name (in full): _____

Name changed to (in full): _____

Please attach the following:

- If a registered partnership, a copy of a partnership registration document from the BC Registrar of Companies showing the change of name.
- If the partnership is not registered, provide a legal document showing change of name.

Also complete Boxes 13 and 14

C2 - LE

7. LICENSEE NAME CHANGE Society Name

Fee: \$55 per licence x _____ licences = \$: _____

To be completed when the legal name of a society is changed, but the society structure, membership and certification number on the certificate of incorporation does not change. Please note: A Liquor-Primary Club Licence held by a society is void if the society and its membership ceases to exist. (Liquor Control and Licensing Act, Section 24)

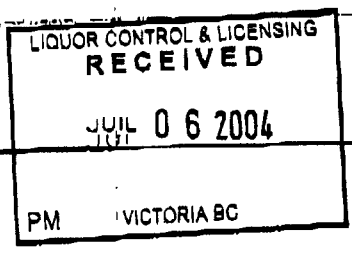
Current registered society name (in full): _____

Name changed to (in full): _____

Please attach the following:

- Copy of Certificate of Incorporation under the Societies Act showing change of name.

Also complete Boxes 13 and 14



C2 - LIC

8. ESTABLISHMENT NAME CHANGE and/or LICENCE NAME CHANGE (All licence classes)

Fee: \$65 per licence x _____ licences = \$ _____

To be completed when the licensee wishes to change the name of an establishment and/or licence. If a name change results in a change in exterior signs, the signs are subject to branch approval and only the name change fee will apply.

(a) Establishment name change:

Current establishment name as shown on licence: _____
Proposed name: _____

(b) Licence name changes:

Licence #: _____ Current licence name: _____
Proposed licence name: _____
Licence #: _____ Current licence name: _____
Proposed licence name: _____
Licence #: _____ Current licence name: _____
Proposed licence name: _____

Also complete Boxes 13 and 14

C2 - LIC

9. ADDITION OF RECEIVER OR EXECUTOR (All licence classes)

Fee: \$56 per licence x _____ licences = \$ _____

To be completed upon the death or bankruptcy/receivership of a licensee. Please provide the requested information and attach the required documents:

Current licensee name: (LAST, FIRST, MIDDLE) _____

(a) Executor's name: (LAST, FIRST, MIDDLE) _____

Copy of Assignment of Executor

OR

(b) Receiver's name: (LAST, FIRST, MIDDLE) _____

Copy of Court Order appointing Receiver (Order must include authority to operate the licensee's business).

Also complete Boxes 13 and 14

C2 - LIC

10. FOOD-PRIMARY (restaurant) ENTERTAINMENT ENDORSEMENT

Fee: \$110 per licence x _____ licences = \$ _____

Please choose (one only) the type of entertainment applied for.

(a) Patron non-participation entertainment endorsement (musicians, etc.)

submit a letter of intent describing, in detail, the form of patron non-participation entertainment proposed.

OR

(b) Patron participation entertainment endorsement (dance floor, karaoke, etc.)

submit a letter of intent describing, in detail, the form of patron participation entertainment proposed. The letter of intent must address: the potential for noise, the impact on the community and whether the endorsement may result in the establishment being operated in a manner that is contrary to its primary purpose; and

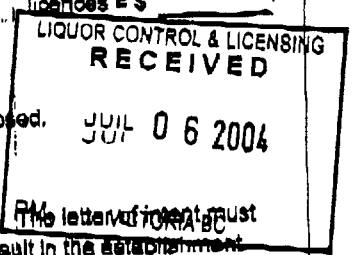
request a local government/First Nation resolution commenting on the application (local government must complete Box 15 of this form; for further information on local government resolutions, read box 15, page 7).

• If applicable, complete the appropriate *Application for a Structural Change* (LCLB012a or LCLB012c) and include any requests for changes to licensed capacity.

• If you are requesting a change to your establishment's hours of sale in conjunction with the entertainment application, complete section 11 (p. 5) of this form. Any requests for Food-Primary hours of sale later than midnight require a local government/First Nation resolution supporting the application.

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 on page one).

(... section 10 continues on page 6)



(10. FOOD-PRIMARY (restaurant) ENTERTAINMENT ENDORSEMENT . . . continued from page 4)

Note - When relocating a Food-Primary establishment: An endorsement for patron participation entertainment cannot transfer location without local government/First Nations comment and LCLB approval. This is required because the local government/First Nation must be provided an opportunity to reconsider the impact of the endorsement on the community given the establishment's new location. Use this section to reapply for the endorsement but do not pay the application fee(s)

Are you submitting an application to transfer the location of a Food-Primary licence with this application? yes no

Also complete boxes 13 and 14

C3 - LIC

11. CHANGE TO HOURS OF SALE

(Liquor-Primary, Liquor-Primary Club, Food Primary & Winery endorsements)

Fee: \$110 per licence x _____ licences = \$ _____ (200)

Licencees may apply to revise hours of sale, subject to any restrictions within the Liquor Control and Licensing Act, Regulations, branch policies and/or original terms and conditions of licensing. In some instances, the general manager of the Liquor Control and Licensing Branch may require the licensee to post public notices before a decision to alter licence hours is considered.

Check (✓) the appropriate change, and provide the requested information and documents:

- (a) Food-Primary - request to change hours before midnight: complete proposed hours of sale section below
- (b) Food-Primary - request to extend hours later than midnight
 - complete proposed hours of sale section below, and
 - request a local government/First Nation resolution commenting on the application (local government must complete box 10 of this form; for further information on local government resolutions, read box 15, page 7.)
- (c) Liquor-Primary, Liquor-Primary Club or Winery Lounge - any change to hours of sale
 - complete proposed hours of sale section below, and
 - request a local government/First Nation resolution commenting on the application (local government must complete box 16 of this form; for further information on local government/First Nation resolutions, read box 15, page 7.)

LIQUOR CONTROL & LICENSING RECEIVED
JUL 06 2004
PM VICTORIA BC

Current Hours of Sale:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	0900/1000	0900	0900	0900	0900	0900	1100
Close	2300	2300	2300	2300	2300	2300	2400

Proposed Hours of Sale:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	0900	0900	0900	0900	0900	0900	0900
Close	2300	2300	2300	2300	2300	2300	2300

Reason for change in hours: Presented Diamonds

Note - Relocating a Food-Primary establishment: An endorsement for hours of liquor service after midnight cannot transfer location without local government/First Nations comment and LCLB approval. This is required because the local government/First Nation must be provided an opportunity to reconsider the impact of the endorsement on the community given the establishment's new location. Use this section (11b) to reapply for the endorsement but do not pay the application fee(s).

Are you submitting an application to transfer the location of a Food-Primary licence with this application? yes no

Also complete Boxes 13 and 14

C3 - LIC

12. REQUEST FOR A CHANGE IN TERMS AND CONDITIONS

Fee: \$110 per licence x _____ licences = \$ _____

This section may be used for special requests to the general manager of LCLB for exceptions to policy related to the terms and conditions of a liquor licence. Please attach:

- A letter of Intent describing, in detail, the proposed change to your licence and the reasons for the request.

Also complete Boxes 13 and 14

PART 13: 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 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) _____
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 _____

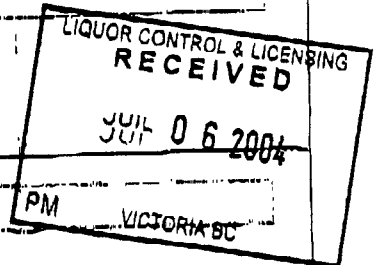
Date MM / DD / YY

Name (printed) _____
LAST NAME / FIRST NAME / MIDDLE NAME

Position held _____

Signature _____

Date MM / DD / YY



PART 14: 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: MM / YY

Name of cardholder (as it appears on card): _____

Signature of cardholder: _____

If paying by credit card, the applicant may MAIL this application form, or TELEPHONE LCLB Head Office directly to provide the credit card number and expiry date.

TOTAL FEE SUBMITTED \$ _____

PAID

SUBMIT FEE AND APPLICATION FORM TO VICTORIA OFFICE ONLY:

Mailing address:
Liquor Control and Licensing Branch
PO Box 9292 Str. Prov Govt
Victoria, BC V8W 9J8

Drop off location
Liquor Control and Licensing Branch
Second Floor, 1010 Wharf Street
Victoria, BC V8W 2Y9

PART 15: LOCAL GOVERNMENT/FIRST NATION RESOLUTIONS: Information for the Applicant

For the following change types, a resolution from your local government or First Nation, commenting on the application, is required:

- Part 10(b): Food-primary patron participation entertainment endorsement
- Parts 11(b) and 11(c): Change to hours of sales

Licensee responsibilities:

- Fill out appropriate change application sections in this form.
- Request your local government/First Nation sign and date Part 16 of this form.
- Provide a photocopy of this form to the local government/First Nation and request that a resolution be provided within 90 days and sent directly to the Liquor Control and Licensing Branch, Victoria Head Office.
- Send the original form and application fees to the branch.
- The Liquor Control and Licensing Branch will follow up with the local government/First Nation if a resolution has not been received by the branch within 90 days of the local government's receipt of your request.

Your local government/First Nation may decide that it does not wish to provide comment on your change request. However, they must still provide a resolution stating this decision and this resolution must be submitted to the Liquor Control and Licensing Branch.

For more information on resolutions regarding B.C. liquor licences, please visit the LCLB Web site publication index to consult the guide *Role of Local Government and First Nation* at <http://www.pseg.gov.bc.ca/lclb/publications/index.htm>

PART 16: LOCAL GOVERNMENT/FIRST NATION CONFIRMATION OF RECEIPT OF APPLICATION

To be filled out by your local government or First Nation office in relation to sections 10(b), 11(b) and 11(c) of this form.

Local government/First Nation (name): City of Richmond

Local police jurisdiction: RCMP

Date: Feb 9 2005

Name of official (printed): Lussier, Cynthia Position: Customer Service Clerk

Signature: Cynthia Lussier
LAST NAME / FIRST NAME / MIDDLE NAME

This application serves as notice from the Liquor Control and Licensing Branch that an application for a permanent change to a liquor licence is being made within your community. The Liquor Control and Licensing Branch (LCLB) requests that a resolution commenting on the application be sent to the LCLB Victoria Head Office within 90 days of the above date of receipt. If more than 90 days is required to provide a resolution, please contact the branch to make a request to the general manager for an extension. If the local government/First Nation decides not to provide comment, a resolution indicating this decision must be provided to the branch. Please be advised that if the LCLB does not receive a resolution or a request for an extension within 90 days, the general manager is authorized to review the application without a resolution, considering factors (a) through (d) below, and make a decision about the application.

All of the items outlined below in points (a) through (d) must be addressed in the resolution in order for the resolution to comply with section 53 of the Liquor Control and Licensing Regulation. Any report presented by an advisory body or sub-committee to the council or board may be referenced in and attached to the resolution.

- (a) The potential for noise if the application is approved (provide comments).
- (b) The impact on the community if the application is approved (provide comments).
- (c) Whether the amendment may result in the establishment being operated in a manner that is contrary to its primary purpose (provide comments only if the application is from a food-primary licence for an extension of hours of service past midnight or the addition of patron participation entertainment).
- (d) The views of residents if the licence amendment may affect nearby residents (describe the views of residents, the method used to gather the views and provide comments and recommendations with respect to the views. If the views of residents were not gathered, provide reasons).

For more information on resolutions regarding B.C. liquor licences, please visit the LCLB Web site publication index to consult the guide *Role of Local Government and First Nation* at <http://www.pseg.gov.bc.ca/lclb/publications/index.htm>

PART 17: APPLICATION AND APPROVAL PROCESS - What happens next?**For the following change requests (all C1):**

- Section 2 External Transfer of Shares
- Section 3 Change of Directors and Officers

The process is:

1. The applicant will complete the appropriate section of this form and boxes 13 and 14 on page 6, and attach all required documents.
2. The applicant must submit a complete application package and fee to:

Liquor Control and Licensing Branch:

Mailing Address:
PO Box 9292, Stn Prov Govt
Victoria, BC V8W 9J6

Location:

2nd Floor, 1010 Wharf Street
Victoria BC

3. Liquor Control and Licensing Branch (LCLB) staff will review the application package for completeness and will advise the applicant of any information/documentation required before the application can be processed.
4. LCLB staff will send a copy of the application and supporting documents to the local liquor inspector if an interview is required.
5. LCLB staff will advise the applicant when the application has been 'approved in principle', and instruct the applicant to contact the local liquor inspector to arrange for an interview, if required.
6. LCLB staff will advise the applicant and the liquor inspector when the application is approved.

For the following change requests (all C2):

- Section 1 Internal Transfer of Shares
- Section 4 Person's Name Change
- Section 5 Licensee Name - Corporation
- Section 6 Licensee Name - Partnership
- Section 7 Licensee - Society
- Section 8 Establishment or License Name Change
- Section 9 Addition of a Receiver or Executor
- Section 10 Food-Primary Entertainment Endorsement

The process is:

1. The applicant will complete the appropriate section of this form and boxes 13 and 14 on page 6, and attach all required documents.
2. The applicant must submit a complete application package and fee to:

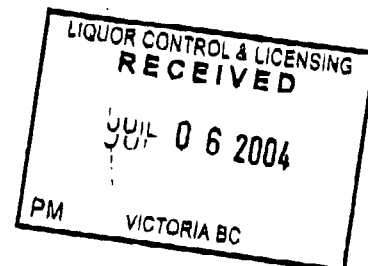
Liquor Control and Licensing Branch:

Mailing Address:
PO Box 9292, Stn Prov Govt
Victoria, BC V8W 9J6

Location:

2nd Floor, 1010 Wharf Street
Victoria BC

3. 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.
4. LCLB staff will advise the applicant and the liquor inspector when the application is approved.

**For the following change requests (all C3):**

- Section 11 Change to Hours of Sale
- Section 12 Change to Terms and Conditions

The process is:

1. The applicant will complete the appropriate section of this form and boxes 13 and 14 on page 6, and attach all required documents.
2. The applicant must submit a complete application package and fee to:

Liquor Control and Licensing Branch:

Mailing Address:
PO Box 9292, Stn Prov Govt
Victoria, BC V8W 9J6

Location:

2nd Floor, 1010 Wharf Street
Victoria BC

3. 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.
4. LCLB staff may request your local liquor inspector to provide comments regarding your application.
5. LCLB staff will advise the applicant and the liquor inspector when the application is approved.

IMPORTANT NOTE: This information is collected under the authority of the Liquor Control and Licensing Act (RSBC 1996, c. 287, s. 15). The information provided will be used only by ministry staff in consideration of your application for a liquor license amendment. If you have any questions about the collection, use or disclosure of this information, contact the Liquor Control and Licensing Branch.