

The **catering licence application** is for caterers who wish to become licensed to purchase, transport and sell liquor and maintain a liquor inventory.

Applicants must be **primarily in the business of preparing and serving food at other people's events** and they must be able to demonstrate that they have the equipment and staffing necessary to provide catering services. This includes the requirement to own or lease a business with a full commercial kitchen.

Catered events **cannot be held within a licensed area** (areas where liquor is sold, served or consumed) of a licensed establishment.

**INSTRUCTIONS:**

- You may complete this form one of two ways: 1) at your computer, then print or 2) by hand - print clearly using dark ink
- If you have any questions about completing this application, call the Branch toll-free at: **1-866-209-2111**
- Allow 4 to 6 weeks for LCLB to review and process your application.
- LCLB forms and supporting materials which may be referred to in this document can be found at: **www.pssg.gov.bc.ca/lclb**

## PART 1: Application Contact Information

The applicant authorizes the person below to be the primary contact for the duration of the application process only.

Name:  Phone number:

Fax number:  E-mail address:

## PART 2: Applicant Information (Legal Entity)

Office use only  
Job No. (new)

Name:  Business Number\*:

Mailing address:      
(All correspondence will go to this address) Street City Province Postal Code

Phone number:

Fax:  E-mail:

The applicant authorizes its shareholder, director or partner below to be the primary contact for the licence, if approved.

Contact Name:  Phone:

**\*NOTE:** Prior to licensing applicants must have a Canada Revenue Agency issued **Business Number** in place in the legal name of the applicant for the liquor licence. This is the first 9 digits of your 15 digit GST/HST registration number. If you don't have a GST/HST registration number, you can apply for one through the Canada Revenue Agency at <http://www.cra-arc.gc.ca>.

Do you or any of your shareholders currently hold, have held, or have previously applied for a British Columbia liquor licence? Please check (☑) one:

- No**, I do not currently hold - and have never held or applied for - a British Columbia liquor licence.
- Yes**, I currently hold a British Columbia liquor licence, or I have held or applied for one in the past. If **Yes**, provide details of current or previous licence(s) or previous applications (date held, licence #(s), location, type of licence and name of establishment(s) or business(es)):

Do you hold a Rural Agency Store Appointment? Please check (☑) one:

- No**, I do not currently hold a Rural Agency Store Appointment.
- Yes**, I currently hold a Rural Agency Store Appointment.

Do you, or any of your shareholders, have any connection, financial or otherwise, direct or indirect, with a distillery, brewery or winery? Please check (☑) one:

- No**, I do not have any connection, financial or otherwise, directly or indirectly, with a distillery, brewery or winery.
- Yes**, I acknowledge a connection, financial or otherwise, directly or indirectly, with a distillery, brewery or winery. If **Yes**, provide details:

## PART 3: Type of Business

There are six types of businesses identified here. Choose (☑) the type of business used to operate your restaurant. Beneath the type of business you indicate are a list of documents to submit with this application.

**Society**

The society's annual membership fee is: \$  The society has  members.

**The following documents are required and must be attached to this application:**

- Certificate of Incorporation under the Society Act,
- current list of officers and directors,

**Plus** the top four executive officers must submit:

- a completed Consent for Disclosure of Criminal Record Information (RCMP GRC3584) form, and
- a completed Personal History Summary and Consent to Criminal Record Search (LCLB004) form and required documents noted on form.

**Partnership**

Please check (☑) if you are a  Registered Partnership or a  Non-Registered Partnership

**List Partners in the space provided below:**

**PARTNER 1:** Percentage of Ownership:  Legal Name:

**PARTNER 2:** Percentage of Ownership:  Legal Name:

**PARTNER 3:** Percentage of Ownership:  Legal Name:

**PARTNER 4:** Percentage of Ownership:  Legal Name:

If there are more than four partners, provide same information for other partners on separate sheet and attach. If one or more of the partners are a private corporation, a public corporation or a society, submit all the documents listed under that business type with this application.

**Plus**, each partner (individual) must submit:

- a completed Consent for Disclosure of Criminal Record Information (RCMP GRC3584) form,
- a completed Personal History Summary and Consent to Criminal Record Search (LCLB004) form and required documents noted on form.

**For a registered partnership** the following documents are required and must be submitted with this application:

- Statement of Registration of General Partnership, OR
- Partnership Agreement or Joint Venture Agreement.

**Private Corporation**

**The following documents are required for this type of business and must be submitted with this application:**

- Certificate of Incorporation,
- Extra-provincial registration, if your business is located outside British Columbia,
- Central Securities Register,
- Notice of Articles, and
- Special Rights and Restrictions within the articles of incorporation that detail the class and types of shares and whether or not each class or type of share has voting privileges (if the information is not already included in the Notice of Articles).

**And**, if one of the shareholders is a private corporation, a public corporation, a society or a partnership, submit all the documents listed under that business type.

**Plus**, all shareholders (individuals) holding 10% or greater interest in the applicant corporation must submit all the documents listed:

- a completed Consent for Disclosure of Criminal Record Information (RCMP GRC3584) form,
- a completed Personal History Summary and Consent to Criminal Record Search (LCLB004) form and required documents noted on form.

**Note:** Shareholders (individuals) holding less than 10% interest in the applicant corporation must provide their full legal name and date of birth in the space provided below or on a separate sheet of paper.

**Sole Proprietorship**

**The sole proprietor must submit the following documents with this application:**

- a completed Consent for Disclosure of Criminal Record Information (RCMP GRC3584) form,
- a completed Personal History Summary and Consent to Criminal Record Search (LCLB004) form and required documents noted on form.

**Public Corporation**

Check box (☑) if your shares are publicly traded:

The following documents are required for this type of business and must be submitted with this application:

- Certificate of Incorporation,
- Extra-provincial registration, if your business is located outside British Columbia, and
- List of Directors and Officers.

Plus, for the four top executive officers in your public corporation, attach:

- a completed Consent for Disclosure of Criminal Record Information (RCMP GRC3584) form,
- a completed Personal History Summary and Consent to Criminal Record Search (LCLB004) form and required documents noted on form.

**Other** This includes entities incorporated through Federal or Provincial legislation. Examples: Local Government, First Nations, colleges, universities, etc. Contact the branch to discuss documentation requirements.

## PART 4: Business Proposal

**NOTE:** Signs should not be ordered prior to approval of the business name by the Liquor Control and Licensing Branch.

Proposed business name:

Business location address:      
Street City Province Postal Code

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

Business phone:  Business fax:

Business email

Is there another business being operated at the proposed business location?  No  Yes. If yes, provide details:

**NOTE:** If a catering licence is approved, the licensee must notify LCLB of all catered events (except in private residences) using OneStop ([www.bcbusinessregistry.ca](http://www.bcbusinessregistry.ca)). Some events may require approval from LCLB before the catered event can take place. Further information about how to notify LCLB will be provided by your local liquor inspector when they complete their final inspection.

## PART 5: Resident Manager

A licensee who does not reside in BC or who will not be present to manage the day to day business must hire an individual to manage the business. The resident manager must be an employee of the licensee, a resident of BC, a Canadian citizen or lawfully admitted to Canada under the Immigration and Refugee Protection Act (Canada) for permanent residence, and must be 19 years of age or over.

Will you employ a resident manager to operate your licence? Please check (☑) one:

- No**, I will not employ a resident manager to operate my licence.
- Yes**, I will employ a resident manager to operate my licence. If **Yes**, provide details:

Legal Name of Resident Manager:    
(Last) (Given Names)

Submit the following documents for the resident manager with this application:

- a completed Consent for Disclosure of Criminal Record Information (RCMP GRC3584) form,
- a completed Personal History Summary and Consent for Criminal Record Search (LCLB004) form and required documents noted on form.

## PART 6: Additional Requirements and Information

**Signage:** provide a sketch of the proposed business signage. Signs and business name are subject to LCLB approval

**Third party operator:**

If you are intending to have a third party operator run your business on your behalf, complete *Third Party Operator Application* (LCLB026) and submit completed application with your application for a new catering licence.

**Establishment requirements:** At the time of final inspection, the liquor inspector will confirm that your business location meets the requirements of a catering licence by verifying the following eligibility requirements:

- The primary business of the applicant is the preparation and serving of food.
- The applicant has the personnel and infrastructure necessary to prepare and serve food at events hosted by others. This includes a requirement to have a full commercial kitchen at the applicant's business location.

If at the time of final inspection the liquor inspector is not satisfied with your kitchen equipment, food selection, advertising and staffing, you may be required to make changes and schedule a second (2<sup>nd</sup>) inspection to confirm you meet the requirements of a catering licence. **A fee of \$200 will be charged if a second (2<sup>nd</sup>) inspection is required**

## PART 7: Declaration of Signing Authority Including Valid Interest

My signature, as Applicant, indicates that, with respect to the business location:

- I am the owner of the business to be carried on at the business location or the portion of the location to be licensed.
- I am the owner or lessee of the business location or portion of the location to be licensed. If I have an option/offer to lease the business location, or portion of the location to be licensed, prior to a licence being issued, I will obtain a completed lease that will not expire for a minimum of 12 months after the date the licence is issued.
- I understand that the general manager has the right to request the following documentation supporting valid interest at any time and I agree to provide the requested documentation in a timely manner upon request:
  - If the applicant owns the property, a Certificate of Title in the applicant's name.
  - If the applicant is renting or leasing, a fully executed lease or assignment/offer of lease which does not expire for at least 12 months from the date the licence is issued. An offer for rent/lease must show rent paid, have a term and an expiry date and be signed by both the applicant and the property owner.
  - If the applicant is buying the land and the building(s), a copy of the offer or option to purchase the property and building(s). An offer must show price paid, have a term and expiry date, and be signed by both the applicant and the property owner.
- I understand that loss of valid interest at any time while holding a licence is reason for the general manager to consider cancelling the licence.
- I understand that I must advise the branch immediately if at any time the potential exists to lose valid interest either during the licensing process or once a licence has been issued.
- I understand that the name(s) on documentation demonstrating valid interest must be identical to the applicant name(s).
- As the licensee, I will be accountable for the overall operation, for all activities within the business location and at catered events and will not allow another person to use the licence without having first obtained a written approval from the general manager.
- I understand that a licence can only be renewed if I am the owner of the business carried on at the licensed business location and I am the owner or lessee of the licensed portion of the business location.
- **I solemnly declare that the statements in this declaration and all the application documents are true and complete to the best of my knowledge.**

Signature of any shareholder of a private corporation, signing officer of a public corporation or society, sole proprietor or all individuals in a partnership is required below:

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

Name of Official:  Position:  Date:   
( last / first / middle ) (Day/Month/Year)

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

Name of Official:  Position:  Date:   
( last / first / middle ) (Day/Month/Year)

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

Name of Official:  Position:  Date:   
( last / first / middle ) (Day/Month/Year)

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

Name of Official:  Position:  Date:   
( last / first / middle ) (Day/Month/Year)

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

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."

**False declaration of valid interest is reason for the general manager to consider terminating the licence application and/or cancelling the licence.**

**PART 8: Application Fee - \$475.00 (non refundable)**

**Note:** At the conclusion of your inspection, a \$475 licence fee is required for the first year of licensing. This fee must be received prior to issuing final licence approval.

**In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.**

Payment is by (check ) one:

- Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)
- Money order, payable to Minister of Finance
- Credit card:  VISA  MasterCard  AMEX
- I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.
- I am submitting my application by fax or mail and have given my credit information in the space provided at the bottom of the page.

**Liquor Control and Licensing Branch**

**Location:** 4th Floor, 3350 Douglas St., Victoria BC V8Z 3L1

**For Mail Only:** PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8

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

**IMPORTANT NOTE:** Your COMPLETE application package must contain this application form with responses in all the applicable fields, all the required documentation AND the full fee. If your application is submitted incomplete, it will cause a delay in processing your application and, therefore, your ability to sell liquor.

Freedom of Information and Privacy Act - The information requested on this form is collected for the purpose of obtaining or making changes to a liquor licence application. All personal information is collected under the authority of Section 15 of the Liquor Control and Licensing Act (RSBC 1996, c.267). Questions should be directed to: Liquor Control and Licensing Branch, Freedom of Information Officer, PO Box 9292 STN PROV GOVT, Victoria, BC V8W 9J8. Ph: In Victoria, 250 952-5787 Outside Victoria, 1 866 209-2111. Fax: 250 952-7066

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**Credit Card Information** (To be submitted by fax or mail only)

Name of cardholder (as it appears on card):

Credit card number:  Expiry date:  /   
(Month) (Year)

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

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## PART 9: Is your Application Package Complete?

**Note:** An application must be complete before it can be processed.

**Please ensure you have enclosed the following:**

- Completed signed new catering application.
- Application fee for new catering application (see Part 8).
- Completed *Consent for Disclosure of Criminal Record Information* (RCMP GRC3584) for all required individuals. (Please note, you must complete Part 1, 4 and 5 of the *Consent for Disclosure* form and all category boxes must be initialled in section 5.) Refer to the LCLB web page for information on criminal record searches:  
[http://www.pssg.gov.bc.ca/lclb/LLinBC/criminal\\_record\\_search.htm](http://www.pssg.gov.bc.ca/lclb/LLinBC/criminal_record_search.htm)
- Completed *Personal History Summary and Consent to Criminal Record Search* (LCLB004) forms for all required individuals.
- Statutory Declaration must be completed by all individuals that answered "Yes" to 2, 3 or 10 in the *Personal History Summary and Consent to Criminal Record Search* form (LCLB004).
- Driver's abstract (driving record) by all individuals that answer "Yes" to 9 or 10 in the *Personal History Summary and Consent to Criminal Record Search* form (LCLB004).
- A legible copy of primary proof of identity for each of the above individuals. Acceptable photo identification includes a driver's licence from a Canadian jurisdiction, passport or BCID card.
- Relevant business documents as identified in Part 3 of this application form. These documents will vary according to applicant type: public corporation, private corporation, partnership, sole proprietorship, society or other.
- A sketch of proposed business signage. Signs and business name are subject to LCLB approval.

**In addition have you:**

- Applied for or provided a CRA (Federal) Business number (9 digits).
- Obtained required Serving it Right certification.

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## PART 10: What Happens Next?

1. You must submit a complete application package and fee to Victoria Liquor Control and Licensing Branch Head Office.
2. The Liquor Control and Licensing Branch (LCLB) staff will review the application package for completeness and will advise you of any information/documentation required before the application can be considered complete.
3. If the application is incomplete it will be returned to you by mail with a letter identifying the missing document(s). You will be asked to resubmit a completed application within 45 days or the new catering application will be terminated and you will have to re-apply and pay the application fees.
4. When all documents are received, LCLB staff will review the application for eligibility. If application requirements have been met, the applicant will be asked to contact the inspector for an interview/final inspection once construction is fully completed. Before contacting the inspector for the interview/final inspection, the applicant must have the inspector interview letter.

**NOTE:** The applicant must contact the local area inspector to arrange for a final inspection by the date noted on the letter (30 days from the date on the letter). If the inspector is not contacted to arrange for a final inspection or for an extended time, the application will be terminated.

5. At your final inspection, the inspector will verify that your business location meets the requirements for a catering licence by reviewing the food selection, the kitchen equipment, advertising and staffing resources. If the inspector is not satisfied your business meets the requirements of a catering licence you may be asked to make changes and schedule a second (2nd) inspection to confirm you meet the requirements of a catering licence. **A fee of \$200 will be charged if a second (2nd) inspection is required.**
6. At the conclusion of your inspection, you will be asked to submit a licence fee to the Victoria Branch of \$475 for your first year of licensing.
7. When Victoria LCLB receives your licence fee and the final inspection report, LCLB will review the information and ensure any outstanding issues are addressed (i.e. does applicant have a valid Business Number (BN9)).
8. When all outstanding issues are addressed, a new licence will be issued from Victoria LCLB and sent by mail to the applicant.