



Liquor Review: Amended Primary Licence Handout

Building and Licensing-Development Services Division

171 Main St. | Penticton B.C. | V2A 5A9

P: (250) 490-2501 | E: businesslicences@penticton.ca

penticton.ca

Amended Primary Licence

The City's Liquor Licensing Policy has been developed to provide comments to the Liquor Control and Licensing Branch (LCLB) for amendments to primary licences within 90 days of the City receiving the completed application. Applicants must apply to the City with sufficient lead time to obtain City comments as well as LCLB approvals or other approvals as may be necessary.

The City's amended licence review process is to be followed by all persons who require

- A permanent amended liquor primary license
- A permanent amended food primary license
- A permanent amended winery license
- A permanent amended winery lounge endorsement.

The following is required for an Amended Primary Licence application:

Applications are made directly to the Liquor Licensing Review Technical Committee (LLRTC) Chairperson. The following information shall be provided when submitting the application: **(please refer to Liquor Licensing Policy Council Resolution 574/2005 (revision 01/2005))**

- Completed LCLB Application
- Detailed letter describing the Event
- Provide copy of original Liquor License – stating use and occupant load (if applicable)
- Explanation of the reasons for the change
- Community Impact Statement (this should reference potential positive and negative impacts to community, noise control and traffic issues)
- Letter of undertaking to enter into a "Good Neighbour Agreement" with City, guarantee that the food primary license will not operate as a bar and the specific forms of patron-participant entertainment
- **Detailed Plans of the proposed establishment (note: drawings are to be to scale)**
 - Site plan of property including buildings, parking, access, etc
 - Floor plans and Occupant loads of the establishment prepared by a registered architect.
 - Exterior elevations of the building - for new signage or façade alteration/ improvements *(not required from applicants seeking only extension of liquor service hours)*
 - Name of registered professional: _____
 - \$750.00 application-processing fee.

Next steps:

The LLRTC Chairperson is hereby delegated to review the application for an Amended Primary Liquor License and to provide comments to the LCLB on behalf of the City of Penticton.

The LLRTC Chairperson will provide comments to the LCLB within 90 days of receiving the completed application.