



Cariboo Regional District
 Suite D, 180 North 3rd Avenue, Williams Lake, BC V2G 2A4
 Telephone: (250)392-3351, Toll Free: 1-800-665-1636
 Fax: (250)392-2812, Email: zoning@cariboord.ca
 Website: cariboord.ca

LIQUOR LICENSE APPLICATION

Company Name: _____

Applicants Name: _____

Address: _____

Telephone #: _____ Fax #: _____

e-mail address: _____

Registered Owners of property: _____

Address: _____

Telephone #: _____ Fax #: _____

e-mail address: _____

Type of Application	Request	Request #
Liquor-primary license application	1. All types	
Food-primary license application	1. extended hours - past midnight 2. patron participation	
Application for a winery license endorsement	1. All types	
Application for permanent change to a liquor license	1. hours of sale 2. extension of licensed area or winery special event endorsement, 3. patron participation entertainment endorsement 4. location change.	
Temporary change to a liquor license application	1. hours of sale 2. extension of licensed area or winery special event endorsement, 3. patron participation entertainment endorsement 4. location change.	

Application for a transfer of Location – Liquor-primary license	1. All types	
Application for a structural change – Liquor-primary, liquor-primary club & winery endorsements	1. addition of a new patio 2. new smoking room, when the alteration/addition causes an increase in the current occupant load 3. any alteration/addition, when the change causes an increase in the current occupant load.	
Total Fees (based on pages 2 & 3 of this document):		\$

Legal Description in Full: _____

Location (street address of property or general description): _____

****To be filled in by staff at the Cariboo Regional District****

Name of Zoning or Rural Land Use Bylaw: _____

Zoning: _____

Name of Official Community Plan (OCP): _____

Designation: _____

Location and name of liquor licensed facilities in the area: _____

a) Does application conform to zoning and plan designation? Yes No

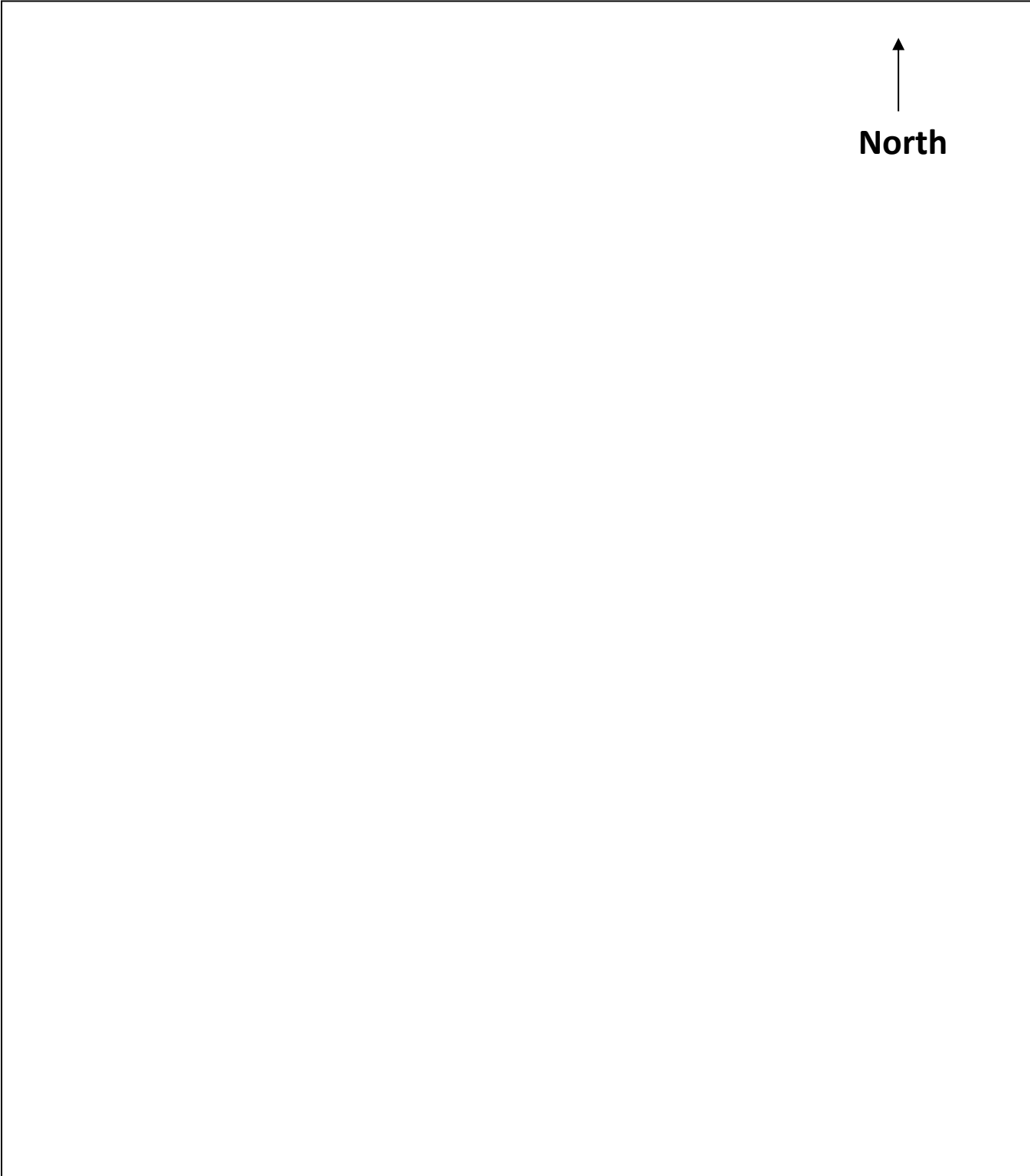
b) Are 5 or more properties with an existing residence or business located within 800 m of the subject property? Yes No

If a) is Yes and b) is Yes then a **Public Meeting** is required at a cost of \$1,100

If a) is Yes and b) is No then **Public Notice** is required at a cost of \$575

If a) is No then the application must be accompanied by a rezoning / OCP application and a **Public Hearing** must be held with an additional processing cost of \$375

Site plan of proposal (include dimensions of all buildings and onsite parking spaces)



A complete copy of the application submitted to the Liquor Control and Licensing Branch is required (include all attachments).

Application Procedure

1. A complete application is submitted to the Cariboo Regional District Planning Services Department with the required fee.
2. The applicant will receive a letter informing them of the sign specifications that must be posted on the property.
3. The applicant will verify that the sign has been posted on the property by supplying the Cariboo Regional District with two photographs, one showing the location of the sign and the second close enough to read the sign.
4. The Cariboo Regional District will either notify the neighboring property owners of the application by mail or will schedule a public meeting or hearing as required.
5. The Cariboo Regional District will notify the applicant, advertise and seek comment from the public for the application and if required will advertise for the public meeting or hearing in two consecutive issues of a local newspaper.
6. The public meeting or hearing may be held and the comments of the public gathered.
7. Staff at the Cariboo Regional District will prepare and provide a summary report of the application to the Directors of the Regional Board and the applicant will be advised as to when the application will be considered.
8. The Cariboo Regional District Board will pass a resolution regarding the application. A copy of the resolution will be provided to the applicant and the LCLB.