



Liquor Licence Application Procedure Policy

1. This policy applies to the following applications to the BC Liquor Control and Licensing Branch:
 - (a) an application for a new liquor primary licence; and
 - (b) an application to amend an existing licence.
2. An applicant must contact the District of Sooke Development Services Department and submit any required applications for a building permit and applications under Part 26 of the *Local Government Act* before submitting a liquor licence application for consideration by the Council.

Application for New Liquor Primary Licence

3. Upon receipt of a summary report from the Liquor Control and Licensing Branch, staff will prepare a preliminary review of the summary report which takes into consideration
 - (a) any applications for a building permit or applications under Part 26 of the *Local Government Act*, and
 - (b) comments from the RCMP, School District No. 62, the Bylaw Enforcement Officer, and Development Services Department.
4. Council will consider the preliminary review report and determine whether it wishes to either
 - (a) not comment on the application, or
 - (b) comment on the application and direct staff to bring forward a report on the regulatory criteria and collect the views of residents.
5. If Council determines that it wishes to comment on the application, the applicant must
 - (a) submit the applicable fees in full and, if requested, detailed floor plans to the District of Sooke;
 - (b) publish a notice in two consecutive issues of the local newspaper immediately before the public input meeting and in the format set out in this policy; and
 - (c) post a notice sign on the proposed site in a location clearly visible from the public road, from the day of the first newspaper

advertisement until the end of the public input meeting, and in the format set out in this policy.

6. Staff will notify owners and tenants in occupation of each parcel that is within 100 m of the parcel that is the subject of the application.
7. A public input meeting will be held by the Council to obtain the views of residents.
8. After the public input meeting the Council must consider the application, the summary report from Liquor Control and Licensing Branch, and a staff report, and provide a resolution to the Liquor Control and Licensing Branch that includes the following:
 - (a) comments on the regulatory criteria as follows:
 - (i) the location of the establishment;
 - (ii) the proximity of the establishment to other social or recreational facilities and public buildings;
 - (iii) the person capacity and hours of liquor service;
 - (iv) the number and market focus or clientele of liquor-primary licence establishments within a reasonable distance of the proposed location;
 - (v) traffic, noise, parking and zoning;
 - (vi) population, population density and population trends;
 - (vii) relevant socio-economic information; and
 - (viii) the impact on the community;
 - (b) whether or not the views of residents were gathered;
 - (c) how the views of residents were gathered, the views of residents, and its comments and recommendations with respect to the views of the residents;
 - (d) recommendation whether the licence should be issued; and
 - (e) the reasons for its recommendation.

Application to Amend a Liquor-Primary, Liquor-Primary Club, Winery, and Food Primary Licence

9. Upon receipt of a copy of an application to amend a licence, staff will present a preliminary review of the application to Council which takes into consideration
 - (a) any applications for a building permit or applications under Part 26 of the *Local Government Act*, and
 - (b) comments from the RCMP, the Bylaw Enforcement Officer, and Development Services Department.

10. Council must determine whether it wishes to either
 - (a) not comment on the application, or
 - (b) comment on the application and direct staff to bring forward a report on the regulatory criteria and to collect the views of residents.

11. If Council determines that it wishes to comment on the application, the applicant must
 - (a) submit the applicable fees in full to the District of Sooke; and
 - (b) publish a notice in the format set out in this policy in two consecutive issues of the local newspaper.

12. Staff will notify owners and tenants in occupation of each parcel that is within 100 m of the land that is the subject of the application.

13. A public input meeting must be held by the Council to obtain the views of residents.

14. After the public input meeting, the Council must review the application, a staff report, and consider the views of residents, and provide a resolution to the Liquor Control and Licensing Branch that includes the following:
 - (a) comments on the regulatory criteria, as follows:
 - (i) the potential for noise; and
 - (ii) the impact on the community; and
 - (iii) whether an amendment of a food-primary licence may result in the establishment operating improperly as a liquor-primary establishment;
 - (b) whether or not the views of residents were gathered;
 - (c) how the views of residents were gathered, the views of residents, and its comments and recommendations with respect to the views of the residents
 - (d) its recommendation whether the licence should be issued; and
 - (e) the reasons for its recommendation.

15. The Council may support a temporary change to a licence for a period of up to one year, rather than a permanent change.

Application for a New Liquor Primary Licence - Newspaper Advertisement

NOTICE OF APPLICATION FOR A NEW LIQUOR PRIMARY LICENCE UNDER THE LIQUOR CONTROL AND LICENSING ACT

An application for a new liquor primary licence has been received by the District of Sooke for the Council to collect the views of residents and to comment on the regulatory criteria under the *Liquor Control and Licensing Act*.

Details of Proposed Establishment

Proposed Site:
Applicant:
Type of Establishment:
Hours:
Person Capacity:
Sale of packaged liquor: yes/no
Liquor Store: yes/no

Residents and owners of businesses may submit comments in writing or in person at the Council meeting on **[INSERT DATE IN BOLD CAPS]**, or in writing **before** this meeting to:

Mayor and Council, District of Sooke
2205 Otter Point Road, Sooke BC V0S 1N0
fax: (250) 642-0541

Your name(s) and **residential** address or **business** address, if applicable, must be included on your submission. All submissions will become part of the public record and may be submitted to the Liquor Control and Licensing Branch. **PETITIONS WILL NOT BE CONSIDERED.** More information on the application may be obtained at the Municipal Hall at (250) 642-1634.

Application for a New Liquor Primary Licence - Site Sign Format

NOTICE OF APPLICATION FOR A NEW LIQUOR PRIMARY LICENCE UNDER THE LIQUOR CONTROL AND LICENSING ACT

Proposed Site:

Applicant:

Type of Establishment:

Hours:

Person Capacity:

Sale of packaged liquor: yes/no

Liquor Store: yes/no

Residents and owners of businesses may submit comments in writing or in person at the Council meeting on **[INSERT DATE IN BOLD CAPS]**, or in writing **before** this meeting to:

Mayor and Council, District of Sooke
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More information on the application may be obtained at the Municipal Hall or by calling (250) 642-1634.

Notice Sign Requirements

1. The sign must be at least 90 cm x 60 cm (3 x 2 feet) in size. Printing of the title must be a minimum of 5 cm (2 inch) high black block lettering on a white background.
2. The applicant must contact the District of Sooke on the day the sign is posted on the site.

Application to Amend a Licence - Newspaper Format

NOTICE OF APPLICATION TO AMEND AN EXISTING LIQUOR LICENCE UNDER THE LIQUOR CONTROL AND LICENSING ACT

An application to amend an existing _____ licence has been received by the District of Sooke for the Council to collect the views of residents and to comment on the regulatory criteria under the *Liquor Control and Licensing Act*.

Site:
Applicant:
Type of Establishment:
Hours:
Person Capacity:
Proposed Amendment:

Residents and owners of businesses may submit comments in person at the Council meeting on **[INSERT DATE IN BOLD CAPS]**, or in writing **before** this meeting to:

Mayor and Council, District of Sooke
2205 Otter Point Road, Sooke BC V0S 1N0
fax: (250) 642-0541

Your name(s) and **residential** address or **business** address, if applicable, must be included on your submission. All submissions will become part of the public record and may be forwarded to the Liquor Control and Licensing Branch. **PETITIONS WILL NOT BE CONSIDERED.** More information on the application may be obtained at the Municipal Hall at (250) 642-1634.
