

Note: Applications subject to Council resolution include applications for non-medical cannabis retail stores, new liquor primary licenses, lounge endorsements, patron participation entertainment endorsements, extension of hours greater than one hour, and for the relocation of liquor licences.

All other types of Liquor Licence Resolution applications not addressed in the above-listed description are processed and commented on by staff. Staff may elect to opt-out of providing comment for increases in capacity under 10 persons, and for permanent patio additions under 15 square metres in size.

Complete Application – Minimum Requirements

Please use the following checklist to assist with the preparation of your application.

Checklist If applicable, these items may be submitted in conjunction with another application type.	Check or X
A Completed Application Form with associated fee	
An Authorized Agent Form, if the property owner is represented by a third party	
Proof of Business Ownership <i>Note: Required if property owner is a corporation; includes Notice of Articles, Certificate of Incorporation, BC Company Summary</i>	
A recent title search, dated within 30 days of the application <i>Note: Staff will require copies of any applicable legal encumbrances on title.</i>	

Complete Application – Additional Requirements [If Applicable]

Depending on the scope and scale of the development application, the following submission requirements may be necessary. Other studies not described here may be required at time of initial application.

Be aware that there are two checkboxes here. Please verify with Planning staff as to whether the below-listed submission materials are required as part of your complete Liquor/Cannabis License Resolution application.

Checklist If applicable, these items may be submitted in conjunction with another application type.	Staff Only Check or X	Applicant Check or X
Site Plan and Context Plan <i>Note: The Site Plan should show various elements related to the current operation of the licenced establishment, and its proposed operation. This includes details on floor area, occupancy load, the location of patron participation entertainment areas / structural additions, etc (if applicable). The context plan will need identify the current uses of adjacent buildings and properties.</i>		
Letter of Intent <i>Note: The Letter of Intent will need to provide a summary of the proposal, the proposal's relationship to relevant City policies, and its contribution to the surrounding area.</i>		
Code of Conduct Letter <i>Note: This letter should detail how the establishment will internally monitor, minimize and address any perceived and real nuisances (noise, smoke, rowdiness, etc.) associated with their proposal.</i>		
Parking Plan <i>Note: This plan must illustrate all proposed off-street (on-site) parking spaces, including dimensions of each parking space and drive aisles.</i>		