

# LIQUOR/CANNABIS LICENCE APPLICATION GUIDE



TOWN OF GIBSONS  
[www.gibsons.ca](http://www.gibsons.ca)  
APRIL 2019

This brochure provides an overview of the steps involved in the Liquor/Cannabis Licence Application process. This is a general guide only. It is not meant to replace bylaws or other legal documents. Applicants are advised to contact the Planning Department to discuss their specific proposal and to consult the relevant bylaws referenced in this document prior to submitting an application.

### **WHEN DO I NEED A LIQUOR / CANNABIS LICENCE APPLICATION?**

You would need to submit a Liquor/Cannabis Licence Application when you are seeking licences for:

- Liquor/food primary;
- Change to liquor/food primary including:
  - manufacturing
  - special event
  - cannabis retail;
- An extension in hours of liquor service (either earlier or later);
- An increase in person capacity; or,
- The addition of a patio.

The following factors will be considered when reviewing the application:

- The location of the establishment;
- The proximity of the establishment to other social or recreational facilities and public buildings;
- The person capacity and hours of liquor service:
  - the number and market focus or clientele of liquor primary establishments within a reasonable distance of the proposed location;
- Traffic, noise, population density and population trends;
- Relevant socio-economic information;
- The impact on the community; and,
- Any other information that Council considers relevant to comment on with respect to an application.

### **APPLICATION FEE**

Current fees are:

- Liquor/Food Primary - \$2,000 per request
- Liquor/Food Primary - Amendment - \$1,000 per request
- Manufacturer (winery, brewery, distillery) - \$1,000 per request
- Special Event - \$500 per request
- Cannabis/Retail Licence - \$2,000 per request

## **STEPS TO A LIQUOR / CANNABIS LICENCE APPLICATION**

### **STEP 1 – PRE-APPLICATION MEETING**

Before proceeding with a Liquor/Cannabis Licence application, owners are encouraged to contact staff to review all options related to their proposal. Zoning maps, land use bylaws and other relevant bylaws should be consulted. The applicant should discuss the rationale for the proposed change including:

- The nature of the business;
- The proposed change requested;
- A community impact statement that outlines the proposed establishments positive and negative impacts on the community; and,
- Measures to be taken to prevent and/or address the negative impacts described including noise abatement measures.

### **STEP 2 – SUBMISSION OF APPLICATION**

An application needs to be made to the Liquor and Cannabis Regulation Branch (LCRB). At the same time you must also submit an application to the Planning Department and pay the appropriate fee.

### **STEP 3 – APPLICATION REVIEW AND REFERREL TO AGENCIES**

Applications will be reviewed by the Planning Department to ensure that the use conforms to the Town's Zoning Bylaw. If the proposal involves the construction of a new building or patio, the application will also be subject to design review. Staff will send a referral request to various internal and external departments including the Royal Canadian Mounted Police (RCMP), Building Department, Department of Infrastructure Services, and the Gibsons and District Volunteer Fire Department.

Comment from the RCMP is required prior to consideration of the application by Committee/Council.

### **STEP 4 – PUBLIC NOTIFICATION**

Upon receipt of the application, the Town will publish a notice in the local newspaper, notice will be posted at the Municipal Office and in a prominent location within the subject establishment for a minimum of seven (7) days.

The notice will include:

- The type of licence change application and factors to be considered by Council;
- The date and time that the application will be considered by Council; and,
- An invitation to the public to comment on the application.

Copy of the notice will be delivered to the owner(s) and tenant(s) of all properties that are located within 100 meters of the property that is subject of the application.

## **STEP 5 – COMMITTEE MEETING**

Upon receiving comments from internal and external agencies and upon resolution of design and other issues, a staff report is submitted to a Committee meeting. The Committee receives the report and makes a recommendation to Council to support the proposed Liquor Licence Change, or to return it to the applicant for revisions. It is highly recommended that the applicant(s) attend the Committee Meeting to answer questions that the Committee members may have regarding the proposal.

## **STEP 6 – COUNCIL MEETING/PUBLIC COMMENT**

The final step in the process is for Council to make its recommendation on the application to the LCRB. Council has the option of accepting or rejecting the Committee recommendation, require that a public meeting or other public consultation process be held prior to final consideration of the application or it may support a temporary licence change for up to one year rather than a permanent change to a licence.

## **STEP 7 – NOTIFICATION TO LIQUOR AND CANNABIS REGULATION BRANCH**

If Council accepts the Committee's recommendation, the resolution of Council in respect to an application will be forwarded to the Liquor and Cannabis Regulation Branch within 90 days of receipt of the application unless an extension has been granted by the general manager.

The following information is to be sent to the Liquor and Cannabis Regulation Branch and Licensing Branch for consideration:

- A completed LCRB application;
- A copy of the Town's advertisement for public input;
- A copy of the report to Council;
- A copy of the letter sent to neighbouring properties; and,
- Minutes of the Council meeting and the resolution.

## **WHAT'S NEXT**

Apply for a Building Permit. At the time of the Building Permit application, you may need to hire consultants, such as an independent civil engineering firm to design the on-site servicing when it is not in place and assist with the application requirements.

At the time of the Building Permit application you may need to:

- Review the required engineering services for the property. It is the applicants' responsibility to provide all necessary off-site servicing upgrades (i.e. roads, water, sewer, drainage, street lighting, curb, gutter and sidewalk) to the Subdivision and Development Servicing and Stormwater Management Bylaw (No. 1175, 2012) standards. When off-site servicing is required, the applicant will be required to enter into a Servicing Agreement with the Town;

## LIQUOR / CANNABIS LICENCE APPLICATION GUIDE

- Hire a consultant, such as an independent civil engineering firm, to design the off-site servicing and assist with the Servicing Agreement requirements;
- Install a fire sprinkler system at the time of Building Permit as per Building and Plumbing Bylaw (No. 822, 1996); and,
- Development Cost Charges Bylaw (No. 1218, 2016).

### CONTACTS

Town of Gibsons Planning Department: 604-886-2274

Town of Gibsons Infrastructure Services Department: 604-886-2274

Town of Gibsons Building Department: 604-886-2274

Gibsons and District Volunteer Fire Department: 604-886-7777

Ministry of Transportation and Infrastructure: 604-740-8985

Department of Fisheries and Oceans (Riparian): 604-666-3363

Department of Fisheries and Oceans (Marine Shore): 604-666-6140

This brochure is meant for guidance only and is not intended to replace the requirements of the *Local Government Act* and applicants should obtain copies of the relevant bylaws before proceeding with development applications. For specific information, please contact the staff at:

Town of Gibsons  
474 South Fletcher Road, Box 340  
Gibsons, B.C. V0N 1V0



**Planning Department**

474 South Fletcher Road, Box 340, Gibsons, BC V0N 1V0

Phone 604-886-2274, Fax: 604-886-9735

[www.gibsons.ca](http://www.gibsons.ca)

**LIQUOR / CANNABIS LICENSE APPLICATION FORM**

Please read the Liquor/Cannabis License Application Guide before filling out this application form. If you have any questions contact the Planning Department. The processing of your application will be delayed if it is incomplete. Mail or deliver the completed application form, fee, plans and supporting material to the Town of Gibsons Planning Department and make your fee payable to the Town of Gibsons. Contact Planning staff for the fee.

**SECTION 1: DESCRIPTION OF PROPERTY**

Lot/Parcel	Plan	Block
District Lot/Section	Range	
Other Description		
Street Address		
Jurisdiction and Folio Number (From Property Assessment/Tax Notice)		
Parcel Identifier (PID) (From State of Title Certificate)		

**SECTION 2: OWNER INFORMATION (ADD PAGES IF MORE THAN TWO OWNERS)**

First Owner Information	Second Owner Information
Name	Name
Address	Address
City	City
Province/State	Province/State
Postal/Zip	Postal/Zip
Telephone/Fax	Telephone/Fax
Email	Email

### **SECTION 3: APPLICANT INFORMATION (IF DIFFERENT THAN OWNER)**

Name

Address

City

State/Province

Postal/Zip

Telephone

Fax

Cell

Email

This information is collected in compliance with the Freedom of Information and Protection of Privacy Act (FOIPOP). If you require further information regarding the FOIPOP Act please contact the FOI Coordinator at 604.886.2274 (<http://www.gibsons.ca/freedom-of-information-a-protection-of-privacy.html>) or the Information and Privacy Commissioner at 1.800.663.7867 ([www.oipc.bc.ca](http://www.oipc.bc.ca))

### **SECTION 4: PLANS AND SUPPORTING MATERIALS CHECKLIST**

A Certificate of Title dated within 30 days of application. The Town can obtain this for a fee;

Owner's signature or written authorization from the registered owner(s) for an agent to act on their behalf;

Proposal Summary outlining the nature of the proposed changes and should also include:

- The proximity of the establishment to other social or recreational facilities;
- Occupant load and hours of liquor service;
- The number of other liquor primary establishments within a reasonable distance; and,
- The impact on the community if the application is approved.

A copy of the completed Liquor and Cannabis Regulation Branch application.

#### **Additional Information**

If the space provided below for each section is not sufficient, please attach additional information using a Microsoft Word, Microsoft Excel, or a separate PDF document.

### **SECTION 5: DESCRIBE THE PROPOSED CHANGE(S) AND OUTLINE THE REASON FOR THE PROPOSED CHANGES**

**SECTION 6: APPLICATION COMPLETION**

(initial or check each of the following)

- I have completed all sections of this application form;
- I have included the document and reports as required in Section 4 of this application form;
- I have included recent State of Title Certificate (not more than 30 days old), or will obtain from the Town for a fee;
- All owners listed on the title have signed the application;
- I have verified as to whether my property falls within a Development Permit Area;
- I have included the correct fee (contact the Town of Gibsons Planning Department or refer to the Rates, Fees and Charges Bylaw for correct fees); and,
- I have included the application to the Liquor and Cannabis Regulation Branch.

**Please note:** your application will not be considered complete and cannot be processed unless it contains all of the information above. Please also review all relevant bylaws including the Official Community Plan (Bylaw 985 and associated amendments), the Zoning Bylaw, and the Development Application Procedures Bylaw.

**SECTION 7: OWNER’S CONSENT AND AUTHORIZATION**

To process the application the signature of all registered owners is required. For additional owners, including Strata Corporations, attach a separate sheet.

In order to assist the Town of Gibsons in the review and evaluation of my application, by signing below, I authorize the Planner(s) assigned to this application to enter into the land at reasonable times, after making reasonable efforts to arrange a schedule a convenient time for such a visit, to inspect the land. I acknowledge a right, if a convenient time can be scheduled, to accompany the Planner on the site visit.

By signing below, I authorize the Applicant named in Section 3 of this application to represent this application.

\_\_\_\_\_  
Owner One, Full Name

\_\_\_\_\_  
Owner Two, Full Name

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date