



Cannabis and Liquor License Applications

The Liquor and Cannabis Regulation Branch (LCRB) oversees liquor and non-medical cannabis regulations. These are the rules and laws that govern B.C.'s private retail sale of liquor and non-medical cannabis. The LCRB requires local government support prior to issuing new or amending existing liquor or cannabis licenses.

This brochure outlines the process and procedure for the Regional District of Bulkley-Nechako (RDBN) to follow when responding to cannabis and liquor license referrals from the Province of British Columbia's Liquor and Cannabis Regulation Branch (LCRB).

Types of Licences that require a RDBN Board resolution include the following:

Cannabis Retail Store Licence

For licensees to sell non-medical cannabis and cannabis accessories in B.C.

Rural Licensee Retail Store Applications

For a Rural Licensee Retail Store to sell liquor in rural communities and tourist destination resorts.

Liquor Primary Licence

For businesses wanting to offer liquor as their primary focus or as an additional service to their patrons.

Food Primary Licence

For restaurants, bistros, cafes and other businesses where their primary focus is food.

Manufacturer Licence

For businesses producing or manufacturing liquor such as wine, cider, beer (including brew pubs), or spirits.

Once an application has been made to the LCRB for one of the above licences, the applicant will need to complete the application form provided with this brochure and pay the applicable fees identified on the form.

RDBN Planning Department

37 3rd Ave, PO Box 820
Burns Lake, BC V0J 1E0
planning@rdbn.bc.ca
www.rdbn.bc.ca

Call us at: 250-692-3195
Toll free 1-800-320-3339
Fax 250-692-3305

Referrals and Public Consultation

Upon accepting an application, Planning Department staff will refer the application to various agencies such as the RCMP or Building Inspectors and undertake public input as outlined on page 3 of this brochure.

Where written comment is required, a Notice of the Opportunity to Provide Comment will be provided to tenants and owners of properties located within 200 metres of the property that is subject to the licence or permit application at least fourteen days prior to the Board's consideration of the application.

The RDBN may also refer applications to the Advisory Planning Commission (APC) for the Electoral Area the property is located in.

Application Review

Where a Board Resolution is required, staff will present the Board with:

- the application
- a copy of all written public comments received
- a staff report which provides comment on the application and makes recommendations regarding the content of the resolution required by the LCRB.

Where staff have been delegated authority to comment as noted on page 3, staff will consult with the applicable Electoral Area Director as part of their review process.



Non-Medical Cannabis Retail Licence Referrals	
Application Type:	New Licence
Application Fee:	\$700
Public Input Process:	Written Comment and APC Review
Response Method:	Board Resolution

Rural Licensee Retail Store Applications	
Application Type:	New Licence
Application Fee:	\$700
Public Input Process:	Written Comment and APC Review
Response Method:	Board Resolution

Liquor Primary Licensee Referrals			
Application Type:	New Licence, Relocation of Licence	Permanent Change in Hours, Increased Capacity	Temporary Use Area (golf course or ski hill only), Temporary Change in Hours
Application Fee:	\$700	\$500	\$200
Public Input Process:	Written Comment and APC Review	Written Comment	None
Response Method:	Board Resolution	Board Resolution	Delegated to Staff

Food Primary Licensee Referrals		
Application Type:	Permanent Change in Hours, Patron-Participation Entertainment	Temporary Change in Use Area (golf course or ski hill only) , Temporary Change in Hours
Application Fee:	\$500	\$200
Public Input Process:	Written Comment	None
Response Method:	Board Resolution	Delegated to Staff

Manufacturing Lounge Referrals			
Application Type:	New Lounge Endorsement, Permanent Change in Hours	New Special Event Area, Increased Capacity to Special Event Area, Temporary Change to Hours	Temporary Extension of Licence Area
Application Fee:	\$700	\$500	\$200
Public Input Process:	Written Comment and APC Review	Written Comment	None
Response Method:	Board Resolution	Board Resolution	Delegated to Staff



RDBN Planning Department

37 3rd Ave, PO Box 820
Burns Lake, BC V0J 1E0
planning@rdbn.bc.ca
www.rdbn.bc.ca

Call us at: 250-692-3195
Toll free 1-800-320-3339
Fax 250-692-3305



Application Form

Cannabis and Liquor Licensing

Type	Sub-Category with Fees (Select one)
Non-Medical Cannabis Retail Licence	<input type="checkbox"/> New Licence \$700
Rural Licensee Retail Store Licence	<input type="checkbox"/> New Licence \$700
Liquor Primary Licence	<input type="checkbox"/> New Licence \$700 <input type="checkbox"/> Relocation of Licence \$700 <input type="checkbox"/> Permanent Change in Hours \$500 <input type="checkbox"/> Increased Capacity \$500 <input type="checkbox"/> Temporary Use Area \$200 (golf course or ski hill only) <input type="checkbox"/> Temporary Change in Hours..... \$200
Food Primary Licence	<input type="checkbox"/> Permanent Change in Hours \$500 <input type="checkbox"/> Patron-Participation Entertainment \$500 <input type="checkbox"/> Temporary Use Area \$200 (golf course or ski hill only) <input type="checkbox"/> Temporary Change in Hours..... \$200
Manufacturer Licence	<input type="checkbox"/> New Lounge Endorsement..... \$700 <input type="checkbox"/> Permanent Change in Hours \$700 <input type="checkbox"/> New Special Event Area \$500 <input type="checkbox"/> Increased Capacity to Special Event Area \$500 <input type="checkbox"/> Temporary Change to Hours \$200 <input type="checkbox"/> Temporary Extension of Licence Area..... \$200

APPLICANT:

Provincial Licence # _____

Name _____

Mailing Address: _____

Phone _____ (Home) _____ (Cell)

E-mail: _____

PROPERTY OWNER(S) if different from Applicant

Name(s) _____

Mailing Address: _____

Phone: _____ (Home) _____ (Cell)

SITE PLAN (only required for Liquor Primary Licence Applications and Non-Medical Cannabis Licence Applications)

Attach Site Plan showing:

- Location, total floor area, and dimensions of existing and proposed buildings and structures
- Lot dimensions and parcel line setbacks for existing and proposed buildings and structures
- Parking areas, loading space, access/egress, garbage areas and landscaping
- North arrow and scale
- Measurements

AGENT AUTHORIZATION

If the applicant is not the sole registered owner of the subject property, ALL owners of the subject property must sign the application below, or provide a signed letter, authorizing the applicant to act as agent on their behalf in regard to the application.

As owner(s) of the land described in this application, I/we authorize (please print) _____ to act as Applicant, and as our agent in regard to this application.

_____	_____	_____
Owner Name (print)	Signature	Date
_____	_____	_____
Owner Name (print)	Signature	Date
_____	_____	_____
Owner Name (print)	Signature	Date

AUTHORIZATION

I declare that the above statements are true and correct. I agree, if granted a licence, to comply with all relevant bylaws now in force or which may come into force in the Regional District of Bulkley-Nechako.

Signature of Property Owner: _____ Date: _____

Signature of Applicant: _____ Date: _____

(if different from Property Owner)