



**Food Service Establishment with
Liquor Service**

**No.: BUSLIC-04
Date: 2019-12-12**

Purpose:

To inform operators or potential operators the process required if they wish to serve liquor at their restaurants.

Background:

A Food Service Establishments can operate with Food Primary Liquor Licence.

Requirements:

- **Business Licence Fee** assessed under the Assembly Use Group 1 (A1) together with the Food Primary Liquor Licence fee, both, listed in the Consolidated Fees Bylaw.
- **Completed Application for New Liquor Licence or Amendment to Existing Liquor Licence Form** to be submitted with applicable licence fee and liquor endorsement fee.
- **Liquor Licence** copy of Food Primary Liquor Licence issued by the Provincial Liquor and Cannabis Regulation Branch (LCRB) to be submitted for processing business licence.
- **City Council Resolution not Required:** A basic Food Primary Liquor Licence does not require a process from the City of Richmond if the business only serves liquor until 12:00 AM (midnight) and requires no endorsements or patio service.
- **City Council Resolution is Required:** An operator of a food service establishment that wishes to operate liquor service to 2:00 AM or operate a patio or introduce an entertainment endorsement must go through a process that requires a City Council resolution to be sent to Liquor and Cannabis Regulation Branch. (See attached *Food Primary Liquor Licence Info Sheet*)

Documents Required:

- Copy of completed application form with applicable fees
- Copy of Corporation Certificate (If applicable)
- Notice of Articles
- Copy of Food Primary Liquor Licence (If applicable)

If you should have any further questions, please contact the Business Licence Department at 604-276-4328 or email at buslic@richmond.ca.

See attached →



Business Type:	Assembly Group 1	Fee Assessed by:	One fee found bottom of fee schedule of Assembly Use Group 1
Business Sub Type:	Food Service Establishment	Zoning Permitted Use:	Restaurant

DEFINITION

Business Licence Bylaw No. 7360: PART THREE: BUSINESS LICENCE USE CATEGORIES

- Section 3.2:
- Assembly Use Category (Group 1) applicable sq. ft. + Food Primary Liquor Licence Fee
- Food Service Establishment – with Liquor

Liquor Endorsement:

If a business is going to serve liquor with the food service, an additional fee is added to the Group 1 Fee found at the bottom of the fee schedule: **Food Primary Liquor Licence Fee** as listed in the Consolidated Fees Bylaw No. 8636.

No City Council Resolution Required:

A basic Food Primary Liquor Licence issued by the Provincial Liquor & Cannabis Regulation Branch (LCRB) does not require a process from the City of Richmond. Business can serve liquor until 12:00 AM (Midnight). Info added to the Business Licence Application Form and entered in AMANDA in the info field which will trigger the fee to be added automatically to fee field.

City Council Resolution Is Required: (For Information Only- Process Done By Supervisor, Business Licence)

Applications Related to Liquor Licence Amendments Must Follow Sec 1.8 of The Development Application Fees Bylaw No 8951:

A business that wants to change liquor service from 12:00 AM (Midnight) until 2:00 AM, consistent with (City Policy 9400) (restricts any business from obtaining liquor service past 2:00 AM)

An change to an existing liquor licence such as:

- Addition of a patio;
- Relocation of a licence;
- Change of hours;
- Patron participation;
- Family Food Service,

will require a public consultation process and a City Council Resolution to be sent to Liquor & Cannabis Regulation Branch (LCRB). As part of the public consultation process, applicants are required to:

1. Submit a completed Application for New Liquor License or Amendment to Existing Liquor License form, together with the processing fee.
 - Application Form -(RDMS # 1127285),
 - Processing fee – Found in Consolidated Fees Bylaw No. 8636 - Liquor-Related Permits No. 8951
2. Post a sign on the subject site in accordance with the requirements of the Bylaw (wording for signage to be approved by the Supervisor, Business Licences prior to posting, Photo to be taken once posted and forwarded to Supervisor, Business Licences by email to include date posted;

3. Place three advertisements in consecutive issues in the local newspaper (wording to be approved by the Supervisor, Business Licences prior to publication, in accordance with the requirements of the Bylaw. Dates of publication to be forwarded to Supervisor, Business Licences;
4. Business must be in compliance with all regulations, statutes and Bylaws, prior to Council resolution;
 - Email is sent to R.C.M.P; Fire; Health and Building Approvals Dept. to query if there are any negative issues from their records which could prevent the recommendation of approval by Richmond City Council of this application.
5. Once application and processing fee is submitted, application will be signed and forwarded to the applicant.
6. A letter is generated and mailed out to all property owners, occupants or businesses within a 50 meter radius of the subject property advising of proposed application.
7. Once public consultation period (30 days) has elapsed, a Report is written to Council outlining all the information.
8. City has 90 days for this process.

DOCUMENTS REQUIRED

Copy of Food Primary Liquor Licence (if amending)
Provincial (LCRB) Application For New or Amending Liquor Licence
City of Richmond Application For New or Amending Existing Liquor Licence
Letter of Intent