



Liquor Primary Liquor Licence

No.: BUSLIC-05
Date: 2019-12-12

Purpose:

To inform operators or potential operators the process and requirements in order to obtain or modify a Liquor Primary Liquor Licence.

Background:

A Liquor Primary Establishment must go through a process which involves a City Council resolution for a new Liquor Primary Liquor Licence or an amendment to an existing Liquor Primary Liquor Licence.

Requirements:

- **Business Licence Fee** assessed under the Assembly Use Group 2 (A2) as 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.
- **Liquor Licence** copy of Liquor Primary Liquor Licence if applicable for amendment to be submitted for processing business licence.
- **City Council Resolution is Required:** An operator of a new liquor primary establishment or an operator who wishes to amend an existing Liquor Primary Liquor Licence, must go through a process that requires a City Council resolution to be sent to Liquor and Cannabis Regulation Branch. (See attached *Liquor Primary Liquor Licence Info Sheet*)

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 8951:

A operator can only apply to receive service hours until 2:00 AM, consistent with City Policy 9400 (restricts any business from obtaining liquor service past 2:00 AM).

A change to an existing liquor licence such as:

- Addition of a patio;
- Relocation of a licence;
- Change of hours;
- Occupant load increase.

See over →

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

1. Submit a completed Application for New Liquor Licence or Amendment to Existing Liquor Licence Form, together with the processing fee.
 - Application form
 - Processing fee – Found in Consolidated Fees Bylaw 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 RCMP, Fire, Health and Building Approvals Department 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 m 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 Liquor 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

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



Business Type:	Assembly Group 2 (A2)	Building Inspection:	May Be Required
Business Sub Type:	Neighbourhood Public House or Other (Liquor Primary Establishment)	Health Inspection:	Required
Conditions Field:	N/A	Fee Assessed by: (As per Consolidated Fees Bylaw No. 8636)	Number of seats

DEFINITION

Business Licence Bylaw No. 7360:
PART THREE: BUSINESS LICENCE USE CATEGORIES
Section 3.3:

Assembly Use Category (Group 2) means the use of premises or facilities by a gathering of people where alcoholic beverages for consumption on the said premises or facility are sold, and includes, but is not limited to, the following subcategories:

Neighbourhood Public House, which means premises licenced as neighbourhood public house under the Liquor Control & Licencing Act.

Liquor Primary Establishment means the establishment to which a liquor primary licence may be issued and where liquor will be consumed on site

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

A New Liquor Primary Liquor Licence to be issued by the Provincial Liquor & Cannabis Regulation Branch (LCRB) or a change to an existing liquor primary licence such as:

- Addition of a patio;
- Relocation of a licence;
- Change of hours;
- Change of occupant load.

does require a process from the City of Richmond.

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

A business that wants to apply for a new or amend existing liquor licence must do so in compliance with (City Policy 9400) which, for one example, restricts any business from obtaining liquor service past 2:00 AM. A public consultation process is required and Report to Council is forwarded to Richmond City Council and a City Council Resolution is 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

Section L Liquor Primary Liquor Licence

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 City of Richmond application and processing fee is submitted, the Provincial Liquor Licence application will be signed acknowledging receipt of application and then 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 Liquor 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