



The Region of BC's Best

Thompson-Nicola Regional District
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LIQUOR LICENCE APPLICATION FORM

FOR OFFICE USE ONLY

Date Received : _____ TNRD File No.: _____

The processing of your application will be delayed if it is incomplete. Feel free to contact a staff person in Planning Services for assistance.

*Please note, an application is a process of evaluation and does not automatically ensure approval of your proposal.

Personal information is collected by the TNRD under the authority of the Local Government Act and/or TNRD's bylaws and is only used for purpose of processing your application. Disclosure of personal information by TNRD is subject to the requirements of the Freedom of Information and Protection of Privacy Act.

APPLICATION TYPE

(check the appropriate box)

- New Liquor-Primary Application \$1500
New Liquor-Primary Combined with a Zoning Amendment Application \$500
Liquor License Amendment or Endorsement \$500
Winery License Endorsement \$500
Temporary Change Application \$250
Special Occasion License \$250
Occupant Load Approval (Building Inspection Services) \$250

*Each fee will be charged for each application type selected in the case of multiple applications.

OWNER INFORMATION

(add additional page if necessary)

Name(s):
Mailing Address:
Province: Postal Code: Email:
Tel.(w) Tel.(c) Tel.(h): Fax:

APPLICANT/AGENT INFORMATION

(if different from owner)

Name(s):
Mailing Address:
Province: Postal Code: Email:
Tel.(w) Tel.(c) Tel.(h): Fax:

AGENT INFORMATION



If the registered owner(s) of the subject property elects to have someone act as an agent on their behalf in submission of this application this section must be completed, (please print):

I/We, _____, the registered owner(s) of the noted property hereby authorize _____ to act on my (our) behalf as agent in respect of this application.

X

Signature of Owner

____/____/____
dd mm yy

X

Signature of Owner

____/____/____
dd mm yy

LAND USE INFORMATION

Name of Establishment:	
Legal Description:	
PID:	Parcel Size:
Civic Address:	

DESCRIPTION OF PROPOSAL

Seating Capacity							
Existing Indoor Seating Capacity:				Existing Outdoor Seating Capacity:			
Proposed Indoor Seating Capacity:				Proposed Outdoor Seating Capacity:			
Hours of Liquor Service							
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Existing							
Proposed							

SITE PLAN
(A detailed plan of the subject property that includes the following information is required)

- the legal boundaries, dimensions, north arrow and scale;
- the size and location of existing and proposed building(s), structure(s) and use(s);
- the setback distances measured from existing and proposed building(s) and structure(s) to all property boundaries and the natural boundary of any waterbodies;
- the location of any existing or proposed driveways and/or roads on or adjacent to the property;
- the location and dimensions of all required parking spaces, maneuvering aisles and loading areas.

FLOOR PLAN

A floor plan sealed by a Registered Professional (Architect) must be submitted addressing all current BC Building Code issues (for example but not limited to):

- exits and panic hardware;
- exit signs;
- emergency lighting;
- travel distance
- washrooms;
- sprinklers;
- present occupant load;
- proposed occupant load.

COMPLETION CHECKLIST

(Important: your application will **not** be considered unless it contains all of the information below)

- I have completed all sections of this application form;
- I have included/paid the correct application fee;
- I have included a detailed site plan and other supporting documentation as required;
- I have included approval from the Interior Health Authority for sewage disposal for any increase in capacity.

ADDITIONAL INFORMATION

If new construction is proposed, or required, all standard building permit requirements will apply, in addition to the above.

DECLARATION

I/We, the undersigned, hereby certify that the information provided with respect to this application is complete and is, to the best of my knowledge, a true statement of the facts related to this application.

X

Signature of Owner/Agent

___/___/___
dd mm yy

X

Signature of Owner/Agent

___/___/___
dd mm yy

X

Signature of Owner/Agent

___/___/___
dd mm yy

X

Signature of Owner/Agent

___/___/___
dd mm yy