



April 27, 2010

To: All LCLB Staff
All Industry Associations

Re: **1) New process for licensees to advise the Liquor Control and Licensing Branch when they have agreed to transfer their liquor licence or Off-Site Store Appointment**
 a) Introduction of new form - Agreement to Transfer Liquor Licence(s) or Off-site Store Appointment to New Owner (LCLB 001d)
 b) Introduction of new form - Transfer of Liquor Licence or Off-Site Store Appointment (LCLB 001c)
2) Restrictions on Transferring Off-Site Retail Store Appointments

Purpose

The purpose of this bulletin is to announce a change in procedures which will give licensees the ability to report directly to Liquor Control and Licensing Branch (Branch) when they have agreed to transfer their liquor licence or Off-Site Store appointment to a new owner. If the new owner has not submitted a transfer of ownership application within six weeks, as permitted by policy, licensing staff will advise the licensee that the liquor licence will be suspended until a complete transfer application is received.

Background

Previously when a licensee agreed to transfer their liquor licence(s)* they signed a portion of the transfer of ownership application form. It was the responsibility of the new owner to submit the transfer of ownership application to the Branch. Often a new owner will operate an establishment without advising LCLB of the change of ownership. A licensee may be unaware that a new owner has not applied to transfer the liquor licence(s) and that they, as the licensee on record, remain responsible for the liquor licence(s).

New Procedures for Licensees to Report a New Owner

When a licensee agrees to transfer their liquor licence(s) to a new owner they must complete a new form called **Agreement to Transfer Liquor Licence(s) or Off-site Store Appointment to New Owner (LCLB 001d)** This form can be found on the Liquor Control and Licensing web site at http://www.hsd.gov.bc.ca/lclb/forms_fees/index.htm.

The licensee can submit the completed form to LCLB by mail, fax or email. If the licensee is transferring a food primary licence, they may go through the OneStop business registry and complete this form.

* the term licence also includes Off-Site Store Appointment

If the licensee decides not to submit the form directly to the Branch, the form must be included as part of the transfer application package from the new owner.

A transfer application **cannot** be processed until the Agreement to Transfer Liquor Licence(s) or Off-Site Store Appointment to New Owner form has been received by the Branch.

New Procedures for Branch Staff

When the Branch receives an Agreement to Transfer Liquor Licence(s) or Off-Site Store Appointment to New Owner (LCLB 001d) form for a food primary licence, the Revenue Clerks will create a job "Assign Licence (C7)" in Posse to record receipt of the form. The form will then be forwarded to the Licensing Administration. When the Branch receives Agreement to Transfer Liquor Licence(s) or Off-Site Store Appointment to New Owner form for all other licence types, Revenue Clerks will make a note in the parent job and forward the form to Licensing Administration.

Licensing Administration staff will monitor the liquor licence. If a transfer of ownership application is not received within six weeks, a Notice of Suspension will be sent to the licensee advising that the liquor licence will be suspended until a transfer of ownership application is received.

New Form to Transfer a Liquor Licence

Previously, new owners (applicants) completed a combined transfer of ownership / new licence application form for each licence type to be transferred.

To streamline licensing requirements, applicants now only need to complete one form when transferring ownership of one or more licence types. This form is called **Transfer of Liquor Licence or Off-Site Store Appointment (LCLB 001c)** and can be found on the Liquor Control and Licensing web site at http://www.hsd.gov.bc.ca/lclb/forms_fees/index.htm.

Restrictions on Transferring Ownership of Off-Site Retail Store Appointments

The BC Wine Institute is not eligible to transfer ownership of their BC VQA Wine Store appointments to new owners

A Winery Off-Site store appointment can only be transferred to a new owner when the manufacturer-winery licence is also transferred to the same owner. Both the winery and the store must be the owned by the same legal entity.

Where Clarification is required

If you have any questions or require further clarification regarding these changes in operational procedures please contact Katherine Colquhoun Assistant Manager, Licensing Administration at katherine.colquhoun@gov.bc.ca



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