

Business owners wishing to obtain a liquor licence must apply to the Provincial Liquor Control and Licensing Branch (LCLB). Application forms and information on applicant eligibility, requirements and process can be found on the LCLB's website.

Where local government input, including gathering of views of residents, is required by the Provincial *Liquor Control and Licensing Act* and Regulation, a separate **land use application** must be submitted to Delta's Community Planning & Development Department for the following:

New Licences:

- All new liquor primary applications
- All new liquor primary club applications

Liquor Licence Amendments:

- Liquor primary relocation
- Liquor primary licence applications for an extension of the hours of liquor service
- An increase in the person capacity of a liquor primary
- The addition of a patio to a liquor primary
- Food primary patron participation entertainment
- Food primary liquor service past midnight
- Winery lounge and winery special event area endorsements
- An increase in size of a winery special event area
- An increase in the person capacity of a winery lounge

Please see page 2 for a list of minimum requirements for the **land use application** to Delta.



Have you included the minimum requirements below in your land use application for a licensed establishment?

- Form A – A completed Land Use and Development Application Form
- Form B – Application Fees (Additional fees may apply and will be identified during the application review process)
- Form C – Acknowledgement and Consent Form completed by owner/author of drawings or reports
- Form I – Site Plan
- Form L – Architectural Plans including the following additional information:
 - Clearly dimensioned layout of the premises, patio space and/or lounge area(s)
 - Seating capacity
 - Occupant load analysis
- Form M – Colour Photos of the subject and neighbouring properties
- A Written Brief addressing the following:
 - The proposal
 - Maximum person capacity of the licensed establishment
 - Hours of liquor service (existing and/or proposed)
 - Description of the subject property and building, and an outline of existing uses and tenancies in the building
 - How close the licensed establishment is to existing residences
 - How close the licensed establishment is to other social or recreational facilities and public buildings
 - Anticipated positive and negative impacts of the licensed establishment on the community, including businesses, noise, traffic, and parking issues
 - Proposed solutions or mitigation measures to the negative impacts identified
 - Number and market focus or clientele of other licensed establishments in the area
- Copy of LCLB Application
- LCLB Application Summary Letter (if available)

Notes:

- Local government input is not required for winery, brewery, distillery, U-Vin or U-Brew applications, nor for food primary licence applications unless the application includes or an existing licensee applies for patron participation or liquor service past midnight.
- Delta has additional requirements for liquor licensed establishments that may apply. Please refer to “Delta Business Licence Bylaw No. 7670” as amended for more information.

