



PLANNING AND DEVELOPMENT DEPARTMENT

SPECIAL OCCASION LICENSE APPLICATION PROCESS AND CHECKLIST

Local government is asked to approve a Special Occasion License **where the event is to be held on public property.**

THE PROCESS:

1. Application

- (a) Applicant picks up a Special Occasion License (SOL) application from any approved British Columbia Liquor Store.
- (b) Applicant must obtain approval from the RCMP.
- (c) SOLs are not to be issued for the prime purpose of making a profit, unless that profit is directed to raise funds for a charitable purpose as determined by the Liquor Distribution Branch. As such, City Staff will not charge an application fee for the municipal review of SOL applications.
- (d) The applicant shall provide City Staff with proof of insurance for the event and a letter outlining the nature of the event, security measures to be implemented to prevent underage drinking or any public disturbance, and the dates and times of the event.

2. City's Decision

Once a complete application has been received, Staff will forward the completed application to the General Manager of Development Services. Private events, such as a wedding or invitation only parties, may be approved by staff of the Parks, Recreation and Culture Department.