



## PLANNING SECTION

### TEMPORARY CHANGE TO A LIQUOR LICENSE APPLICATION PROCESS AND CHECKLIST

*Local government is asked to comment where an existing liquor license holder applies to the Liquor Control and Licensing Branch (LCLB) for a temporary change to the existing liquor license.*

#### THE PROCESS:

**1. Application**

- (a) Applicant provides the City with a copy of the temporary change application and a letter detailing the nature of the event and the reason for the temporary change.
- (b) Applicant provides Staff with a non-refundable \$100 processing fee.

**2. City's Decision**

Once a complete application has been received, Staff will forward the application to the RCMP and local liquor inspector for comment. If the application is for a period of 3 days or less; and the applicant has not yet been approved for more than 5 temporary changes within the calendar year; and does not involve a temporary hours extension past 2am, the General Manager of Community Safety and Development will review and provide comment on behalf of the City to the LCLB. Should the General Manager choose not to support the application, the applicant may apply to Council for reconsideration.

Where the application is for a period of greater than 3 days or the licensed establishment has previously been approved for five or more temporary changes to the establishment's liquor licenses or the requested temporary extension of hours is past 2am, the application must be reviewed by Council.