



Liquor and Cannabis Regulation Branch  
400-645 Yee Road, Victoria, BC V9A 6X5  
Mail: PO Box 9292 Stn Provincial Govt, Victoria, BC V6W 9J8  
Phone: 250-952-5787 Fax: 250-952-7066

## LIQUOR PRIMARY AND LIQUOR PRIMARY CLUB STRUCTURAL CHANGE APPLICATION

Liquor and Cannabis Regulation Form LCRB012A

### What is a Structural Change?

It is defined as a change to the existing approved service area(s), including but not limited to:

- a change in the position of a wall or partial height divider (pony wall) or fixed planters used as separation between/within a service area
- new construction
- the removal or addition of permanent display cabinets, stages or dance floors
- a change to the food and liquor service bar location or size
- in the position of access and exit points leading to or from a licensed service area
- the removal of a service area from the liquor licence
- addition of a new outdoor patio or the removal or expansion of an existing patio
- change to capacity (occupant load) of a licensed establishment with or without changes to the licensed service area(s)
- such other construction or changes the general manager considers may affect patron routing, capacity, or the line of sight between a staff control point and the service area of the establishment.

If you are making changes to the current approved floor plan, other than cosmetic changes, a structural change application is required. If your liquor primary licence overlaps a food primary licence (aka dual licence), a structural change application is also required for the food primary. **Note:** This does not include cosmetic changes such as changes to existing flooring, wallpaper, reconfiguring tables and chairs, countertops, painting, or changing the type of material used in the perimeter bounding of an outdoor patio.

If you have any questions about this application, call the Liquor and Cannabis Regulation Branch toll-free at 1 866 209-2111.

### Licence Information

Licence # affected: 078234

☐ Please check if licence is currently dormant.

If yes, attach a letter signed by the licensee requesting the licence to be reactivated if this application is approved.

Do you currently hold other licences at this location? ☐ Food Primary (Licence #) \_\_\_\_\_

☒ Liquor Primary (Licence #) \_\_\_\_\_ ☐ Licensee Retail Store (Licence #) \_\_\_\_\_ ☐ UBrew/UVin or Other (Licence #) \_\_\_\_\_

Licensee name (as shown on licence): ROYAL CANADIAN LEGION BRANCH 119

Establishment name (as shown on licence): ROYAL CANADIAN LEGION BRANCH 119

Establishment

Location address:

(as shown on licence)

2529 CLARKE ST

Street

PORT MOODY

City

BC

Province

V3H 0J2

Postal Code

Business Tel with area code: 604 492 1820

Business Fax with area code: 604 492 1850

Business e-mail: rclegion119@yahoo.ca

Business

Mailing address:

(if different from above)

2529 CLARKE ST

Street

PORT MOODY

City

BC

Province

V3H 0J2

Postal Code

Contact Name:

Title/Position:

last / first / middle

### Type of Change Requested

Sub- Job Number

Office use only

Please check ☒ appropriate box(es) below:

Part 1	<input type="checkbox"/> Addition of a New Outdoor Patio	Outdoor Patio (C3-LIC) _____
Part 2	<input checked="" type="checkbox"/> Alteration/Renovation	Structural - capacity change (C3-LIC) _____
	<input type="checkbox"/> Removal of an existing service area	Structural - no capacity change (C4-LIC) _____
	<input type="checkbox"/> Other	

**Application Contact Person**

This applicant authorizes the person below to be the primary contact for the duration of the application process only.

Name: **DAVID FLETCHER**Phone number: **604 492 1820**Fax number: E-mail address: **rc12910n119@yahoo.ca****Part 1: Addition of New Outdoor Patio**

Fee: \$440

C3 - LIC

Provide the following information:

1. Attach one 11" x 17" copy of the proposed patio floor plan (see Appendix I on page 6 for floor plan instructions).

The branch requires an occupant load (patrons plus staff) for the proposed patio area(s) which must be marked/stamped and dated on the plan you submit. Do not submit this application if you do not have the occupant load calculation stamped on your patio plans.

2. What is the occupant load calculation for the new patio(s)?

Patio #1:

~~4~~

Patio #2:

Patio #3:

3. If the patio(s) is already constructed, attach a photo.

4. Describe the height and composition of the patio perimeter or bounding (i.e. railings, fencing, planters, hedging, etc.). A patio must be bounded by fixed and immovable physical separation in order to control patrons and liquor within the service area.

5. Describe the location of the patio in relation to the licensed interior - the patio must be immediately adjacent to the interior area.

6. Describe how staff will manage and control the patio from the interior service area.

7. Specify if liquor service to the patio is from: (a) fixed bar located on the patio, (b) portable bar for the patio, (c) licensed interior.

8. Do servers have to carry liquor through any unlicensed areas to get to the patio? Explain:

**Note:** Patios on grass, earth or gravel require a permit from the local Health Authority. Sidewalk patios require a permit from LG/FN.

A resolution from your Local Government/First Nation is required. Part 3 of this form must be completed by Local Government/First Nation.

You must also complete Parts 4 and 5.

**Part 2: Structural Changes**

Fee: \$440

C3 - Cap Ch.

C4 - No Cap Ch.

(Excluding construction of new patios)

Provide the following information:

1. Describe in full detail the reason for this application and what the changes are that you want considered.

-To increase the occupancy from 20 to 40. The patio will remain as per existing floor plan with no changes. The original occupancy load was to accommodate 40 persons and due to COVID we would like to accommodate more persons on the patio.

2. If you are applying to remove the interior area and create a stand-alone patio, describe the location of the patio in relation to the unlicensed permanent structure. A stand-alone patio must adjoin a permanent structure (affixed to a foundation) which is plumbed and wired, and which the applicant owns or leases.

3. Attach one 11" x 17" copy of the proposed floor plan or patio plan (if creating a stand-alone patio). See Appendix I on page 6 for floor plan instructions.

4. Current total of all service areas (as shown on the liquor licence): 195

5. By making these alterations, the total occupant load will:

- ☐ Decrease to: (patrons plus staff)
- ☐ Stay the same: (patrons plus staff)
- ☒ Increase to: 215 (patrons plus staff)

If there is an increase to occupant load, a resolution from your Local Government/First Nation (LG/FN) is required. Take your application and floor plan to LG/FN. Part 3 of this form must be completed by LG/FN.

**Part 3: Local Government/First Nation Resolutions: Confirmation Receipt of Application**

If you are applying for a new patio (Part 1) or a proposed change that increases the occupant load (Part 2) then public interest factors may be affected by the structural change(s). This section is to be filled out by the LG/FN prior to submitting this application to the Branch.

Local Government/First Nation (name):

Name of Official:

Title/Position:

Phone:

E-mail:

Date:

(Day/Month/Year)

Signature of Official: \_\_\_\_\_

Check here if the LG/FN will not be providing comment: ☐ Yes, opting out of comment.**Note:** The LG/FN cannot provide comment for their own application.Is this establishment located on Treaty First Nation land? ☐ No ☐ Yes**Instructions for Local Government/First Nation (LG/FN)**

This serves as notice that an application for a structural change to a liquor primary (LP) licence is being made within your community. The Branch requests that you consider this application (application form and floor plan) and provide the Branch with resolution within 90 days of the above received date. Alternatively, LG/FN can delegate staff with the authority to provide comment.

- The applicant will bring their completed Structural Change application form and floor plan to LG/FN.
- If there are any major issues LG/FN may hold off signing the application until the issues are resolved or they have a plan to deal with the issues.
- When LG/FN is comfortable with the application proceeding, LG/FN staff will sign Part 3 of the application form and return it to the applicant. LG/FN will keep a copy of the signed application form and all supporting documents.
- The applicant will submit the signed application package (with all required documents) to the Branch.

To provide a resolution or comment:

- Gather public input for the community within the immediate vicinity of the establishment.
- Consider these factors which must be taken into account when providing resolution/comment:
  - The location of the establishment.
  - The person capacity and hours of liquor service of the establishment.
- Provide a resolution/comment with comments on:
  - The impact of noise on nearby residents.
  - The impact on the community if the application is approved.
  - The view of residents and a description of the method used to gather views.
  - The LG/FN recommendations (including whether or not the application be approved) and the reasons on which they are based.
- Provide any reports that are referenced in, or used to determine, the resolution/comment.
- If more than 90 days is required, provide a written request for extension to the Branch.
- If LG/FN opts out, or is the applicant, the Branch will gather public input and contact LG/FN staff for information to assist the Branch in considering the regulatory criteria.

If you have any questions, or the establishment is located on Treaty First Nation land, please call the Branch toll-free at 1-866-209-2111.

#### Part 4: Declaration of Signing Authority Including Valid Interest

Section 57(1)(c) of the *Liquor Control and Licensing Act* states: "A person commits an offence if the person (c) provides false or misleading information in the following circumstances: (i) when making an application referred to in section 12; (ii) when making a report or when required and as specified by the general manager under section 59".

As the licensee or authorized signatory of the licensee, I understand and affirm that all of the information provided is true and complete.

Signature: David J Fletcher  
FIPPA s. 22  
Authorized signatory of the licensee

Name: DAVID J FLETCHER Position: BRANCH TRUSTEE Date: 11/2/2021  
(last / first / middle) (if not an individual) (Day/Month/Year)

Note: An agent, lawyer or third party operator may not sign the declaration on behalf of the licensee.

This form should be signed by an individual with the authority to bind the applicant. The Branch relies on the licensee to ensure that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:

- If the licensee is an individual or sole proprietor, the individual himself/herself
- If the licensee is a corporation, a duly authorized signatory who will usually be an officer or, in some cases, a director
- If the licensee is a general partnership, one of the partners
- If the licensee is a limited partnership, the general partner of the partnership
- If the licensee is a society, then a director or a senior manager (as defined in the *Societies Act*)

If an authorized signatory has completed the *Add, Change or Remove Licensee Representative form* (LCLB101) and they have specifically permitted a licensee representative to sign this form on the licensee's behalf, the branch will accept the licensee representative's signature.

## Part 5: Application Fees - Payment Options

Total Fee Submitted: \$

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

Payment is by (check (X) one):

- ☐ Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)
- ☐ Money order, payable to Minister of Finance
- ☒ Credit card: ☒ VISA ☐ MasterCard ☐ AMEX

☐ I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.

☒ I am submitting my application by mail and have given my credit information in the space provided at the bottom of the page.

**Note:** To ensure legibility, do not submit by fax.

## Part 6: Submit Application Package

Once signed by local government/First Nation (if applicable), submit your complete application package to:

Liquor and Cannabis Regulation Branch  
Courier: 400-645 Tyee Road, Victoria BC V9A 6X5  
Mail: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8  
E-mail: [liquor.licensing@gov.bc.ca](mailto:liquor.licensing@gov.bc.ca)

If you have any questions, contact us toll-free at 866-209-2111 or email us at [liquor.licensing@gov.bc.ca](mailto:liquor.licensing@gov.bc.ca). Visit our website for more information: [www.gov.bc.ca/liquorregulationandlicensing](http://www.gov.bc.ca/liquorregulationandlicensing)

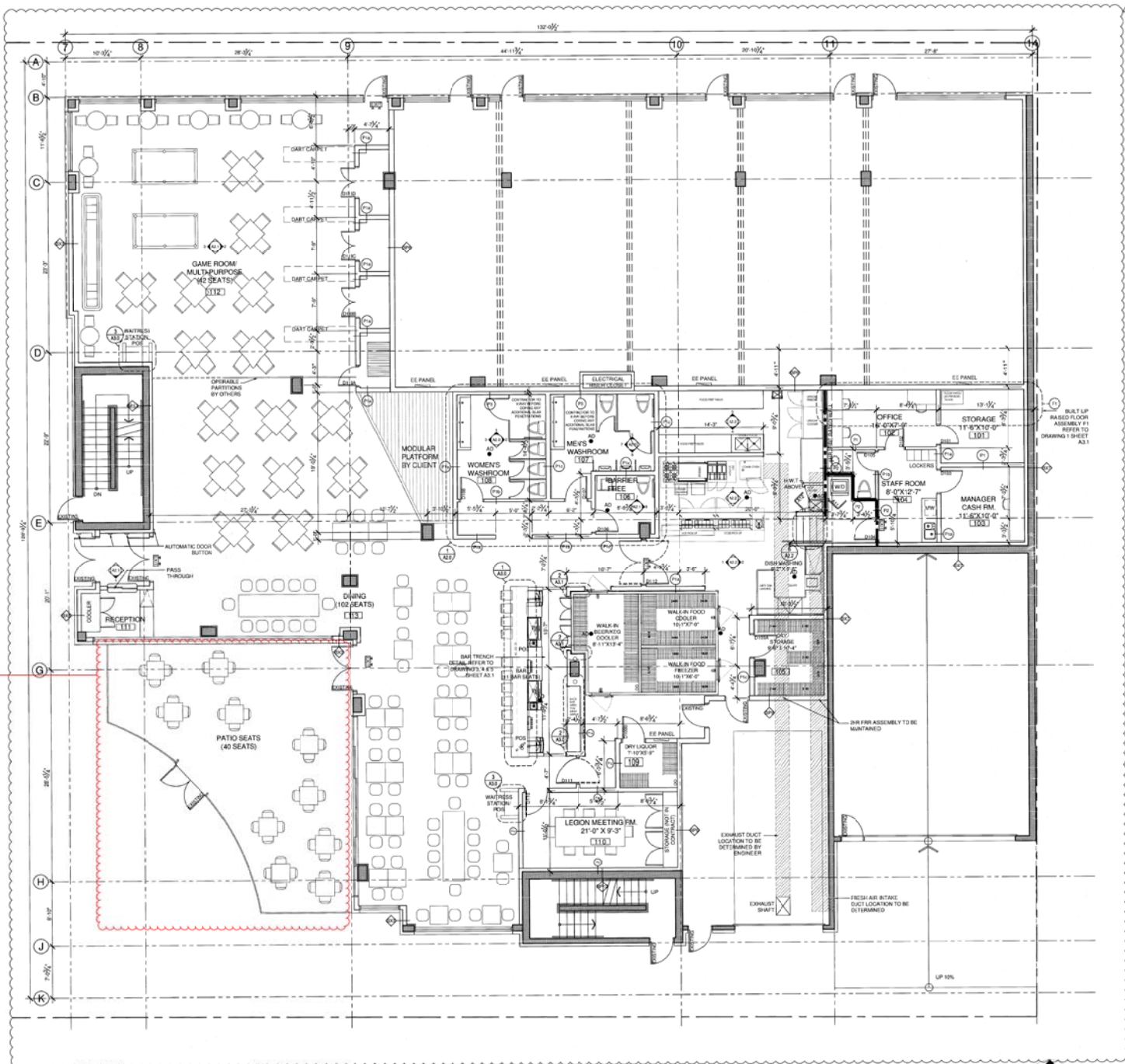
The information requested on this form is collected by the Liquor and Cannabis Regulation Branch under Section 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of liquor licensing and compliance and enforcement matters in accordance with the *Liquor Control and Licensing Act*. Should you have any questions about the collection, use, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111.



**APPROVED**

Additional 20 seats for  
patio, total= 40 seats

CITY OF PORT MOODY  
BUILDING DEPARTMENT  
Notice: The location of permits, for the development of  
other building applications and construction, shall be  
subject to the approval of the City of Port Moody.  
The location of permits shall be subject to the approval of  
the City of Port Moody.  
11/02/2021  
Building Official

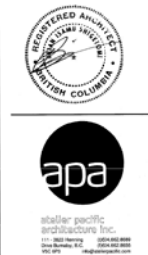


1 FLOOR PLAN  
SCALE: 1/8" = 1'-0"



**ROYAL CANADIAN LEGION #119**  
TENANT IMPROVEMENTS  
2529 CLARKE STREET, PORT MOODY, B.C.  
PORT MOODY LEGION, BRANCH #119

RECEIVED	
JAN 24 2020	
DEVELOPMENT SERVICES	
CITY COMMENTS RESPONSE	JAN 16, 2019
No. Description	Date
Revisions	
Issued for	Date
RECEIVED	SEP 11, 2017



CITY OF PORT MOODY  
BUILDING DEPARTMENT  
THE CITY OF PORT MOODY HAS REVIEWED  
THIS PROJECT AND APPROVED IT FOR  
CONSTRUCTION OF THE LEGAL BUILDING ACT  
AND THE BUILDING DEPARTMENT'S  
BUILDING PERMIT.

CITY OF PORT MOODY  
BUILDING DEPARTMENT  
Notice: The location of a permit, for the development of  
other building applications and construction, shall be  
subject to the approval of the City of Port Moody.  
The location of permits shall be subject to the approval of  
the City of Port Moody.  
APR 6 2019  
Building Official

Drawn By:	107/108	Scale:	1/8" = 1'-0"
Date:	JAN 21, 2019		
Project No.	107/108	File:	
Rev. No.		Drawing No.	
FLOOR PLAN			
A1.0			