



March 22, 2006

To: All LCLB Staff
All Industry Associations
All Local Governments, First Nations, and Police Agencies

Re: Changes to structural alteration deadlines, dual occupant loads and procedures for reduction of licensed areas

Purpose

The purpose of the bulletin is to outline procedures for:

1. Structural alteration deadlines
 2. Multi-purpose rooms requiring two occupant loads: one seated, one standing
 3. Procedure for reducing licensed area
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1. STRUCTURAL ALTERATION DEADLINES

Background

Prior to April 2005, establishments who had applied for a structural change and received 'approval in principle' were not given a specific time frame to complete the structural change and to contact their Compliance and Enforcement Officer (C&EO) for a final inspection.

Consequently there was no follow-up made to check whether or not the structural change was completed. A deadline is being implemented to encourage compliance.

Procedures

- Licensee will be advised in an Approval in Principle (AIP) letter of the time frame allowed for construction and arranging for final inspection.
- The standard time-frame for a structural AIP is 6 months. Posse will monitor that time-frame.
- If the deadline passes without notification from the licensee or C&EO, the Licensing Analyst will notify the C&EO by email that the structural change application has been terminated.
- The C&EO may then issue a contravention notice if the licensee is found to be in non-compliance in accordance with Operational Bulletin 05-01.

2. MULTI-PURPOSE ROOMS REQUIRING TWO OCCUPANT LOADS: ONE SEATED, ONE STANDING

Background

As multi-purpose rooms in both LP and FP establishments become more common, local building or fire officials may issue two occupant loads for one room: one occupant load for seated persons, the other for standing persons.

Procedures

If the local authority sets two occupant loads for one room, the dual capacity must be clearly stated on the licence. The Senior Licensing Analyst or Licensing Analyst will be responsible for the Posse entries outlined below.

Only multi-purpose facilities (such as conference centres, recreation centres, theatres, etc.) qualify for the dual occupant load. The standing occupant load is in effect so long as the room is obviously configured for a standing event. The lesser occupant load will be in effect if chairs and/or tables are made available for a sizeable number of persons.

If the facility is already licensed, licensees may apply for a structural change using form LCLB012a or LCLB012c, depending on licence type. The type of change requested is “capacity increase up to occupant load”.

Three Posse entries will be required:

1. The first will be entered as a term and condition under ‘related information’:
 - o Select the appropriate Dual Occupant Load FP or LP term and condition “*Two occupant loads for the same area have been approved, one for seated and one for standing*” from the object table.

The screenshot displays the 'Posse 5.4.7.8' software interface. The title bar reads 'Posse 5.4.7.8: User SG110757 logged on to posse - [Job 00]'. The menu bar includes 'File', 'Edit', 'Data', 'View', 'Window', and 'Help'. The toolbar contains various icons for file operations and data management. The main window is divided into several sections:

- Job Description:** Anytown Multiplex
- Job Type:** Liquor Primary
- Date Created:** Jan 05, 2006
- Status:** Final Complete
- Created By:** A114714
- Issue Date:** mmm dd, yyyy
- Date Completed:** mmm dd, yyyy
- Parent Job:**
- Specific Location:**

Below the job details is a tabbed interface with the following tabs: 'Sect. 16 & 18', 'Site Info', 'Site Cont'd', 'Lic. Area', 'Insp - Site Info', 'App Summary', 'LG/FN Resp.', and 'Chg T&C'. The 'Chg T&C' tab is selected and circled in red. A red arrow points from this tab to the 'Related Information' section.

The 'Related Information' section contains the following text: 'Terms and Conditions Change: Dual Occupa Active: Y'. A red arrow also points from this text to the 'Licence Specific Terms & Conditions' section.

The 'Licence Specific Terms & Conditions' section contains the following text: 'Person 01 on the approved floor plan is permitted 125 persons standing OR 80 persons seated.'

2. Secondly, under “Licence Specific Terms & Conditions”, enter the dual occupant loads for each area. In the sample above, for example,
 - o Enter “Person 01 on the approved floor plan is permitted 125 persons standing OR 80 seated.”
3. Finally, enter the lesser of the two occupant loads in the ‘capacity’ portion of the licence. In the example below, only 80 is entered.

Posse 5.4.7.8: User SG110757 logged on to posse - [Job 000]

File Edit Data View Window Help

Job Description: Anytown Multiplex

Job Type: Liquor Primary Date Created: Jan 05, 2006

Status: []

Issue Date: mmm dd, yyyy Date Completed: mmm dd, yyyy

Parent Job: 000700085-001 Riverstone Bar & Grill - 3328 15th Ave PRINCE GEORGE, BC

Specific Location: []

Sect. 16 & 18 Site Info Site Cont'd **Lic. Area** Insp - Site Info App Summary LG/FN Resp. Chg T&C

Type	Capacity/OL	Description	Taken From Inside	Active	Effective Dat
Person01	80	Seated	<input type="checkbox"/>	<input checked="" type="checkbox"/>	mmm dd, yyy
Person01		Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	mmm dd, yyy

3. REDUCING LICENSED AREAS

Background:

Licensees asked that the Branch consider removing the requirement for formal applications for structural changes when entire areas are being eliminated from existing licences. The request was granted in part, with the Branch agreeing to remove the requirement for the submission of floor plans as well as a final inspection in the following circumstances:

1. If the whole of the area to be eliminated noted on the face of the licence is on a separate level distinct from the remaining licensed area(s), or
2. If the whole of the area to be eliminated is not contiguous to the remaining licensed area(s), such as might occur in the de-licensing of a separate banquet room and is noted separately on the face of the licence.

When the above circumstances apply, a licensee shall submit an Application for a Structural Change according to licence type with an accompanying processing fee.

Procedures:

- Licensee submits an Application for a Structural Change and fee.
- Licensing Analyst reviews the application to determine if the above criteria is met
- If so, Posse is updated accordingly; an approval letter, an amended licence, and an updated floor plan (as applicable) is mailed to licensee.
- The C&EO is copied on the approval letter. No inspection is required.

Where Clarification is Required

Please contact Pat Sarsfield at Pat.Sarsfield@gov.bc.ca.



Cheryl Y. Caldwell
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Licensing and Local Government Liaison