



July 14, 2006

To: All LCLB staff  
All Industry Associations  
All Local Government and First Nations

**Re: Changes to LRS and associated LP policies: (1) Minimum operating requirements for associated Liquor-primary (LP); (2) Reduction in Pre-clearance approval time; (3) Restriction on the number of relocation applications**

This policy directive amends the January 2006 Licensing Policy Manual available online at: [http://www.pssg.gov.bc.ca/lclb/publications/index\\_pubs.htm](http://www.pssg.gov.bc.ca/lclb/publications/index_pubs.htm).

The directive amends Liquor Control and Licensing Branch (LCLB) policies concerning the application and operation of Licensee Retail Stores (LRS) and associated liquor primary (LP) establishments. The changes are as follows:

**1. Minimum operating requirements for LP licences with associated LRSs.**

By regulation, an LRS must be associated with an LP licence in order to operate. However, there are no minimum operating requirements for the associated LP. A current trend among some LRS/LP licensees is to operate smaller and smaller LPs with the intent of keeping the licence operational to maintain the larger LRS.

LCLB expects LPs associated with LRSs to be of sufficient person capacity to warrant a stand-alone LP operation, to be open to the public for a reasonable number of hours and days per week, and to maintain a viable business in general. If LCLB has questions about the person capacity or operating hours of an associated LP, the licensee may be required to submit a business case for the General Manager's consideration showing how the LP is (or will be) viable on its own.

**2. Reduction in Pre-Clearance approval time from 12 to 3 months.**

Until the date of this Directive, LRS applicants have had 12 months from the pre-clearance approval stage to submit floor plans for their establishment in order to become eligible for approval-in-principle. The duration of this period is greater than that required for the applicant to produce floor plans.

LCLB believes that the 12 month period has acted as a barrier to keeping applications moving forward in a timely manner and that on occasion, it has been used by some applicants as a technique to keep the application alive without perfecting it.

Effective immediately, the pre-clearance approval period for LRS applications or relocation applications is reduced to 3 months. This change applies to pre-clearance approvals issued after the date of this directive and not to those already in progress.

### **3. Restriction on number of LRS relocation applications a licensee may submit without building.**

Prior to this Directive, there was no limit on the number of LRS relocation applications a licensee can submit. Some applicants have used multiple relocation applications for a single LRS application to prolong the application process. Because regulations and policy limits LRS development to no less than 0.5 km from existing LRS or LRS application locations, applications that are not moving forward in a timely fashion may prevent other applicants (or relocating licensees) from obtaining their chosen location for their business.

As of the date of this directive, LRS applicants are permitted a maximum of two relocation applications for each LRS application without building unless otherwise approved by the General Manager. Licensees may request an exercise of discretion if they already had two or more relocation applications. In their request, the licensee must provide evidence that the relocation application is genuine and not simply a place-holder used to keep an application open.

### **Further Information**

Further information regarding liquor control and licensing in British Columbia is available on the Liquor Control and Licensing Branch website at [www.pssg.gov.bc.ca/lclb](http://www.pssg.gov.bc.ca/lclb). If you have any questions regarding this change, please contact the Liquor Control and Licensing Branch toll free at 1-866-209-2111, or 387-1254 if calling from the Victoria area.



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