

Sign Information

- 1) The sign should be at least 3' x 4' in size and must be posted for a minimum of 14 days. Printing must be high block lettering on a background of contrasting colour.
- 2) The expiry date must be no earlier than 14 days after the day the sign is posted.
- 3) Two photographs clearly indicating the wording and the sign's location on the site must be submitted to the Licence Coordinator once the sign has been posted.

Note: Photos can be submitted by e-mail at liquor.comments@vancouver.ca, by mail or in person at the City of Vancouver's Licence Office.

- 4) Signage is required for all requests for later hours.
- 5) Signage is required for requests for earlier hours where the change is more than three hours.

Sample Sign Format

NOTICE OF INTENT

HOURS OF LIQUOR SALE FOR FOOD PRIMARY LICENCE

An application has been received by the City of Vancouver, from (Business Name), operating (DBA) at (Address of Establishment), to change the hours of liquor sales from: (CURRENT HOURS)
to: (PROPOSED HOURS)

Residents and owners of businesses located within a 100 meter radius of the proposed site may comment on this proposal by writing to:

Licences & Inspections Department
c/o Licence Coordinator
City Hall
453 West 12th Avenue
Vancouver, BC V5Y 1V4

or

liquor.comments@vancouver.ca

PETITIONS AND FORM LETTERS WILL NOT BE CONSIDERED

To ensure the consideration of your views, your letter must be received on or before (EXPIRY DATE – SEE NOTE #2 ABOVE). Your name and address must be included.

Please note that your comments may be made available to the applicant or City of Vancouver officials where disclosure is necessary to administer the licensing process.