

**APPLICATION  
Consideration by City Council for a  
New Liquor Licence or  
Permanent Amendment to  
Existing Liquor Licence**

**Fees  
\$991 (base fee) to \$5354 (maximum)**

**ALL APPLICANTS ARE ENCOURAGED TO MEET WITH THE CHIEF LICENCE INSPECTOR AND/OR LICENCE COORDINATOR TO DISCUSS THE NATURE OF THE PROPOSAL PRIOR TO SUBMITTING AN APPLICATION.**

The liquor application process is a progressive system that may require multiple reports to Council and various levels of public consultation. The complexity of the application and potential impacts of the proposal will determine the level of processing required. Below is a description of the progressive fee structure.

**PROGRESSIVE FEE STRUCTURE**

Type of Liquor Licence Application			Fee Increments	Cumulative Fee
1	No Neighbourhood Flyer Notification required	Minor amendments to existing Liquor Primary liquor licences; Motor Vessels (no dockside service)		\$991 (Base Fee)
2	Neighbourhood Flyer Notification required	Minor amendments (Food or Liquor Primary); new Liquor Primary establishments and relocation of Liquor Primary Licences (small hotel lounges/pubs); new Liquor Primary establishments in non-residential areas	\$1191	\$2182
3	Public Meeting required	Major amendments (Food or Liquor Primary); new Liquor Primary establishments and relocation of Liquor Primary Licences (cabarets, neighbourhood pubs, large hotel lounges/pubs) and other Liquor Primary establishments that are proposed for residential neighbourhoods; new Restaurant Class 2 uses	\$2050	\$4232
4	Telephone Survey required	All applications requiring a Telephone Survey; the applicant is required to pay the separate cost for the telephone survey	\$1122	\$5354

Please complete all applicable fields: Section A and Section B or Section C and Section D

<b>SECTION A To be completed by ALL applicants</b>				
Business Address				
Property: Owned/Leased (# years) Attach copy of title certificate or rental/lease agreement.				
Business Name: Corporation/Partnership/Sole Proprietor/other legal entity				
Owner(s)/Director(s): Attach Certificate of Incorporation.				
1. _____		2. _____		
3. _____		4. _____		
Incorporation #		Date of Incorporation		
Email	Phone	Mobile	Fax	
Authorized Representative/Agent (if applicable): Name/Mailing Address/Phone/Email. Attach Letter of Authorization.				

**SECTION B To be completed by applicants seeking a New Liquor Primary Licence or Relocation**

Business Type: Hotel Lounge/Cabaret/Neighbourhood Pub/Club/Venue

Type(s) of Entertainment

Type(s) of Food

Address of existing Licence to be relocated/transferred (if applicable): Attach copy of Provincial Liquor Licence.

Proposed Seating Capacity: Indoor/Outdoor/Patio

Proposed Patio Location (if applicable): Private property or City sidewalk

Proposed Hours of Operation

SUN

MON

TUE

WED

THU

FRI

SAT

OPEN

CLOSE

Current Size of Premise (sq ft/sq m)

Proposed Size of Premise (sq ft/sq m)

Current Size of Licensed Area (sq ft/sq m)

Proposed Size of Licensed Area (sq ft/sq m)

**SECTION C To be completed by applicants seeking to amend an existing Liquor Licence**

Liquor Licence #: Attach copy of Provincial Liquor Licence.

Licence Type: Food Primary or Liquor Primary

Current Seating Capacity: Indoor/Outdoor/Patio

Proposed Seating Capacity: Indoor/Outdoor/Patio

Proposed Patio Location (if applicable): Private property or City sidewalk

Current Hours of Operation

SUN

MON

TUE

WED

THU

FRI

SAT

OPEN

CLOSE

Proposed Hours of Operation

SUN

MON

TUE

WED

THU

FRI

SAT

OPEN

CLOSE

Current Size of Premise (sq ft/sq m)

Proposed Size of Premise (sq ft/sq m)

Current Size of Licensed Area (sq ft/sq m)

Proposed Size of Licensed Area (sq ft/sq m)

**SECTION D Signature of Applicant**

Print Name

Signature

Date

By signing this form I declare that all information provided in this application is true and correct.

**OFFICE USE ONLY**

RTS #

Folder # (AMANDA)

Application Level/Fee