



LIQUOR LICENCE APPLICATION

Submit application to: **Resort Experience, Planning Department**
Email: **planning@whistler.ca**
T: **604.935.8170** F: **604.935.8188**

Section A: Applicant information

Business Name: _____

Address of Subject Property: _____

Legal Description: _____

Name of Applicant/Agent: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Section B: Applications to amend an existing liquor licence

Licence Number: _____ Food Primary Liquor Primary

Current Licensed Capacity: Interior: _____ Patio: _____

Current Hours of Sale: _____

Complete the following as applicable

Proposed Licensed Capacity: Interior: _____ Patio: _____

Proposed Hours of Sale: _____

Check if application for Food Primary Patron Participation Entertainment Endorsement
Provide explanation (see Section D)

Check if application for new or enlarged Restaurant Lounge
Provide explanation (see Section D)

If the application includes a change in capacity or floor plan see Section E

SECTION C: Applications for a new liquor licence

- Food Primary Liquor Primary

Proposed Licensed Capacity: Interior: _____ Patio: _____

Proposed Hours of Sale: _____

- Check if application for Food Primary Patron Participation Entertainment Endorsement
Provide explanation (see Section D)

- Check if application for a Restaurant Lounge
Provide explanation (see Section D)

For floor plan requirements see Section E

SECTION D: Letter Describing Licence Request

Attach a letter describing the licence request, the rationale behind the request, the customer base being served, the benefit to the community, operator management experience and proposals to address any potential adverse impacts on the community.

SECTION E: Drawings and Floor Plan Requirements

Complete the Municipal Detailed Floor Plan Requirements form, stamped with a registered architect's seal, and provide three – 11”X17” architectural plans showing the redlined area and stamped with a registered architect's seal.

SECTION F: Other Application Requirements

- Good Neighbour Agreement**

You will be required to enter into a Good Neighbour Agreement with the Resort Municipality of Whistler and the Whistler Detachment of the RCMP.

- Health Officer Approval**

You may be required to provide evidence that your plans and specifications have been approved by a health officer under the provisions of the BC Food Premises Regulation.

REFERENCE DOCUMENT – MUNICIPAL LIQUOR LICENSING POLICY

See Council Policy G-17 *Municipal Liquor Licensing Policy* for hours of liquor service guidelines, application processing requirements, municipal application fees and other policies which may be relevant to your application:

<http://www.whistler.ca/services/permits-and-licences/liquor-licences>

DATE: _____

APPLICANT'S/AGENT'S SIGNATURE

FOR OFFICE USE ONLY

Application No: _____

Program: 5429

Application Fee: _____

Received by: _____

Personal information is being collected under the authority of the *Local Government Act* for the purpose of processing this Liquor License application. This information is protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act.

**RESORT MUNICIPALITY OF WHISTLER LIQUOR LICENCE APPLICATION
MUNICIPAL DETAILED FLOOR PLAN REQUIREMENTS**

(Required for new licence applications, change to capacity, change in licensed area and structural alterations)

Please complete and submit this form along with three copies of the stamped architectural plans¹

Applicant Information

Liquor Licence Number _____
Name of Applicant _____
Name of Establishment _____
Address of Establishment _____
Owner Name _____

Existing Licensed Capacity Interior _____ Patio _____
Proposed Licensed Capacity Interior _____ Patio _____

Proposed Occupant Load (2012 BCBC 3.1.17)²

Total designated area on architectural plan (square metres) _____
Total interior area (square metres) _____
Total patio area (square metres) _____
Total occupants in designated area³ _____

Code Compliance (2012 BCBC assembly occupancies)

Exit capacity (2012 BCBC 3.4.3) - Dimension each exit on plans _____ Total exit millimetres _____
Fire alarm (BCBC 3.2.4) Yes _____ No _____
Panic door hardware (BCBC 3.4.6.16) Yes _____ No _____
Sprinkler system (BCBC 3.2.2.18) Yes _____ No _____
Adequate exit signage (BCBC 3.4.5.1) Yes _____ No _____
Washroom Capacity (BCBC 3.7.2.2) Total female WC _____ Total male WC _____

Architect Information

Architect Name _____
Company _____
Phone # _____

Architect Seal/Date

¹Three large (11" x 17") architectural plans shall be scaled drawings identifying in detail the features of the establishment, including kitchen/food supply areas, liquor service bars, stages, dance floors, entertainment, props, games and dedicated games areas, seating and furniture layout, washrooms, exiting and locations of exiting signage, and all structural features such as pony walls, stairs, etc. (Refer to LCLB Plans Approval requirements).

²Person capacity is the number of persons that may occupy the total designated area. The total designated area excludes rooms or areas into which the public is not expected to enter, such as mechanical rooms, kitchens, storage rooms. Also excluded are common use areas such as dance floors, washrooms, corridors and exits where the same occupants as those calculated in the designated area may be expected to enter.

³The maximum potential occupant loads shall be calculated at 1.2 square metres per person for areas with seating and tables and 0.95 square metres per person for standing space. If different occupant load ratios are being applied to different areas, clearly indicate the areas and the ratio being used.



**LICENSED ESTABLISHMENT
GOOD NEIGHBOUR AGREEMENT**

BETWEEN

**RESORT MUNICIPALITY OF WHISTER
AND
WHISTLER DETACHMENT OF THE RCMP
AND**

Licensee _____

(License #) _____

The privilege of operating a business that sells alcoholic beverages brings with it a high level of social and civic responsibility.

The owner(s) and employees of _____ will operate the business in a manner that is fitting of a first class resort, caring for the comfort and safety of its guests and sensitive to its surrounding neighbours and the overall Whistler community. In an effort to provide a sustainable balance for our guests, neighbours and business interests we are committed to the following:

1. We will operate within the legislated laws and guidelines of the Liquor Control and Licensing Act of British Columbia and all Municipal Bylaws both current and as amended. We recognize that failure to do so may be cause for us to be subject to disciplinary action as determined by the Liquor Control Board and / or the Resort Municipality of Whistler.
2. All employees serving alcohol will hold a valid "Serving it Right" certificate. Each year at the time of business license renewal, a current list of all licensee/manager(s) and servers shall be provided along with proof of current "Serving it Right" certification. Employees will receive ongoing training of liquor regulations and responsibilities and conflict resolution.
3. We will commit to no liquor service to minors, no over-service and no over-crowding. We will not participate in deep discounting of drink prices or predatory business practices.
4. We recognize that the establishment exists within an existing mixed-use area and is surrounded by accommodation and we will limit noise disturbance to others and comply with the RMOW Noise Control Bylaw.
5. The establishment agrees to close all open windows and doors by 10:00 p.m. or earlier and will take measures to inform our customers of our commitment to limit noise disturbance. Our noise control plan consists of the measures outlined in Appendix One.
6. We commit to cooperate with community stakeholders, being the Food & Beverage Association, Accommodation Sector, Chamber of Commerce, Tourism Whistler, Whistler-Blackcomb, RMOW, Fire Department and RCMP, to assist in the reduction of noise and violence within the Municipality.



7. We will continually monitor and ensure that litter, garbage and broken glass left in the area around _____ will be cleaned up as soon as possible.
8. For the safety and security of guests, employees and neighbours we will not tolerate any criminal activity. We will report any known or suspected criminal activity to the RCMP and cooperate fully with the authorities in the event of an investigation.
9. We will promote and train our staff to deliver a Responsible Drinking and Driving program. Non-alcoholic beverages will be available at a reasonable price for Designated Drivers and we will assist in arranging taxi services as requested.
10. Staff will insure that patrons leaving the establishment will not leave with open alcohol.
11. Exotic dancers or strippers will not be permitted as a form of entertainment.
12. We will work proactively with the RMOW and the RCMP when planning a special event that will require a license change. Special events of this nature will require a minimum of two weeks lead-time. A management plan for the event will be coordinated with the RMOW and the RCMP with approval prior to announcing the event to the general public. We acknowledge all parties commitment to work together to make these special events possible within the Liquor Control and Licensing Act and municipal bylaws.
13. In recognition of our role as a responsible corporate citizen, neighbour and employer we agree to work with the RMOW and the RCMP to resolve issues of mutual concern

Signed this ____ day of _____, 20__ at Whistler, BC

Owner/ General Manager
Authorized Signatory

Acknowledged and supported by

Jack Crompton
Mayor

S/Sgt. Sascha Banks
Whistler RCMP

NOISE MITIGATION MEASURES

LICENSEE _____

DBA _____

WHISTLER, BC

The licensee of _____

(DBA _____) hereby commits to adhere to the following noise mitigation measures:

1. The establishment will at all times operate in accordance with the RMOW Noise Control Bylaw.
2. There will be no speakers outside of the establishment except for approved patio speakers.
3. There will be no soliciting of business outside of the establishment.
4. All doors and windows will remain closed after 10:00 p.m.
5. The licensee will attempt to ensure any line up for admission is contained inside their establishment. Creation of “false” lineups is not permitted.
6. The establishment will post signs at all exits requesting patrons to leave quietly and quickly.
7. The establishment will ensure that door staff encourages patrons to leave the area of the establishment quickly and quietly.
8. The establishment will meet and cooperate with representatives of the RCMP, RMOW and others to discuss and develop measures to reduce noise from patrons leaving the establishment such as more taxis and changing the direction of exiting patrons. The Municipality will arrange such discussions from time to time and the licensee agrees to participate.
9. The licensee agrees to participate in a “Bar Watch Program” with the police and the Municipality to ensure noise and other related issues are addressed as needed.
10. The licensed establishments will collectively prohibit any individual(s) that have previously caused a disturbance or nuisance and noted by the RCMP, Municipality or the establishment from continued attempts to enter the establishment.
11. The licensed establishment will undertake a biannual review of these noise mitigation measures to evaluate their effectiveness with a commitment to consider revisions as needed.

“NEWSPAPER ADVERTISEMENT FORMAT”

**NOTICE OF APPLICATION
FOR A PERMANENT CHANGE TO A LIQUOR LICENSE**

ESTABLISHMENT LOCATION: _____

LICENSE TYPE: _____

APPLICANT: _____
Legal name here (dba)

(Name of establishment) is a (Liquor/Food) Primary licensed establishment with hours of service of _____ Monday through Saturday and _____ Sunday. The licensee has applied to the Liquor Control and Licensing Branch to permanently change (describe the proposed license change).

Residents and owners of businesses may comment by writing to:

Resort Experience, Planning Department
Resort Municipality of Whistler
4325 Blackcomb Way
Whistler, BC V8E 0X5

PETITIONS WILL NOT BE CONSIDERED.

To ensure the consideration of your views, your written comments must be received on or before (expiry date minimum of 30 days from first ad). Your name(s) and residence address (or business address if applicable) must be included.

Please note that your comments may be made available to the applicant and local government officials as required to administer the license process.

-
- NOTES:**
- 1) The advertisement must be published in two successive local newspaper editions. The local newspaper(s) chosen must be approved in advance by the RMOW.
 - 2) The advertisement must be no less than 90 mm x 90 mm (3 ½” x 3 ½”) in size.
 - 3) The expiry date must be no sooner than 30 days after the day the first newspaper advertisement is published and must be the same date as shown on the site sign.