



TEMPORARY CHANGE TO A LIQUOR LICENSE APPLICATION

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Municipal Liquor
Licensing Policy

Council Policy
G-17

Establishment Name _____

Establishment Address _____

Applicant Name _____

Phone _____ Email _____

License _____ Food Primary Liquor Primary

Temporary License Change(s) Requested

Temporary Change to Hours of Sale
Current Hours of Sale _____
Requested Hours of Sale _____
Dates Requested _____

Applicants must complete Attachment A

Temporary Patron Participation Endorsement (Food Primary Only)

Temporary Extension of Licensed Area

Applicants must complete Attachment B and include any required drawings

Note to Applicants

**Include a copy of your Provincial Temporary Change to a Liquor License form.
Refer to Municipal Council Policy G-17 *Municipal Liquor Licensing Policy* for
full application requirements, process and fees**

Date _____

Applicant/Agent Signature

FOR OFFICE USE ONLY

LLR _____

Program: 5429 _____

Fee _____

Received by _____

Excerpt from Council Policy G-17 Municipal Liquor Licensing Policy

C. Applicants for extensions of closing hours must complete the following:

1. Reason Extension of Hours Requested

Description of the event and why an extension of hours is requested
<input type="checkbox"/> Check here if an extension of licensed area is also proposed for the event. If so, applicants are encouraged to contact Whistler Fire Services in advance.

2. Benefits of Proposed Extension of Hours

Check all that apply	Benefit to Resort Community	Explanation for each boxed checked (quantify where possible)
<input type="checkbox"/>	Unique and critical benefit to a recognized festival /event	
<input type="checkbox"/>	Incremental room nights generated	
<input type="checkbox"/>	Exceptional entertainment (live or other)	
<input type="checkbox"/>	Positive media attention	
<input type="checkbox"/>	Favourable audience demographic	
<input type="checkbox"/>	Corporate group	
<input type="checkbox"/>	Charitable benefit	
<input type="checkbox"/>	Benefit to multiple business sectors	

<input type="checkbox"/>	Other benefit to Resort Community (specify)	
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3. Mitigation/Management of Potential Negative Impacts of Proposed Extension of Hours

Potential Noise Impacts	Measures Proposed
Noise impacts on accommodation units from establishment – interior areas	
Noise impacts on accommodation units from establishment – patio	
Noise impacts on accommodation units from dispersing patrons	
Policing Resources	Measures Proposed
The RCMP may determine that additional policing resources are required if extended hours are approved. If so, do you agree to pay for the additional policing costs?	
<input type="checkbox"/> Yes No Have you contacted the RCMP regarding the need for additional policing resources for the proposed event?	
Late Night Transportation	Measures Proposed
Late night transportation services (transit and taxis) are limited. Explain the transportation measures you intend to take so that dispersing patrons do not cause unacceptable noise impacts on those staying in accommodation units.	
Other	Measures Proposed
In the box provided explain any other measures you propose to mitigate the potential negative impacts associated with an extension of hours	

RESORT MUNICIPALITY OF WHISTLER LIQUOR LICENSE APPLICATION MUNICIPAL DETAILED FLOOR PLAN REQUIREMENTS

(Required for new license 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 License 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 as shown outlined 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 millimetres	_____
Fire alarm (BCBC 3.2.4)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Panic door hardware (BCBC 3.4.6.16)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Sprinkler system (BCBC 3.2.2.18)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Adequate exit signage (BCBC 3.4.5.1)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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.