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What are Liquor Licence Referrals?

In British Columbia, the Liquor and Cannabis Regulation Branch (LCRB) regulates the licensing and monitoring of liquor and private retail non-medical cannabis business operations. This includes establishments such as:

- Restaurants (food primary)
- Pubs and bars (liquor primary)
- Private clubs (liquor primary club)
- Breweries and distilleries (manufacturers)
- Liquor retail stores (licensee retail stores)

Many types of liquor licence applications, including amendments to existing licences, require a local government or first nations to comment on the application regarding the impacts it may have on the surrounding community, and to provide these comments through a formal resolution submitted to the LCRB. The City of White Rock will typically be invited to provide comment on the following types of liquor licence application requests:

<p>New Applications</p> <ul style="list-style-type: none"> • Liquor Primary Liquor Licences • Liquor Primary Club Liquor Licences 	<p>Amendments to a Licence (Food Primary)</p> <ul style="list-style-type: none"> • Patron-participation entertainment (such as dancing or karaoke) • Increase in person capacity or hours of a lounge • Special event area endorsement
<p>Amendments to a Licence (Manufacturer)</p> <ul style="list-style-type: none"> • Lounge endorsement • Increase in person capacity or hours of a lounge • Special event area endorsement • Increase in capacity/size or hours of a special event area 	<p>Amendments to a Licence (Liquor Primary)</p> <ul style="list-style-type: none"> • Relocations of an existing licence • Increases in person capacity • Patio additions • Transition from a liquor primary club to a regular liquor primary

When providing comment to the LCRB on an application, staff will consider the following items:

- the location of the establishment;
- the person capacity and hours of liquor service;
- potential impacts of the proposal, including noise;
- views of residents, including a description on the method used to gather reviews;
- in the case of food-primary licences, whether the amendment would result in the divergent operation of the establishment's primary function; and
- the City's recommendations, including the reasons on which these recommendations are based.

Questions?

Planning
 Phone: 604-541-2136
 E-mail: planning@whiterockcity.ca

What about Cannabis Retail?

For inquiries regarding cannabis stores, please contact Planning staff regarding your proposal.

Before You Begin ...

Talk To Your Neighbours	Understand Relevant City Bylaws
<p>We strongly encourage discussing your proposal with neighbouring residents and business owners before submission.</p> <p>Understanding and addressing their concerns early on can save significant time and resources later in the process.</p>	<p>Some activities associated with liquor licence referral requests can create nuisances, such as noise or smoke, to surrounding neighbours.</p> <p>Understanding relevant City bylaws, such as the Noise Control Bylaw or the Public Health Smoking Protection Bylaw, can help you with the preparation of a stronger application.</p>

Prepare a Code of Conduct Letter
<p>The City of White Rock wants to ensure that local businesses (and their patrons) create the least possible impact to the surrounding community. As part of the application process, staff recommend that applicants prepare an internal formal protocol to help staff internally monitor, regulate, and minimize any potential noise, loitering, smoking, and other related nuisances that may arise prior to application submission.</p> <p>When drafting a Code of Conduct Letter, it is strongly recommended that you discuss your proposal with adjacent residents, businesses, and employees to understand how you can accommodate their concerns and issues.</p>

Overview of the Liquor Licence Referral Request Process

The liquor licence referral request process is fully detailed in the [White Rock Planning Procedures Bylaw, 2017, No. 2234](#). For the purposes of reference, a general overview of the application process is provided below:

Step 1: Pre-Application Meeting	Step 2: Application Submission
<p>It is strongly recommended that you arrange a meeting with Planning staff at City Hall to discuss your proposal prior to application submission.</p> <p>A summary of the proposal should be provided to staff prior to the scheduled pre-application meeting.</p> <p>Staff will be able to advise you on various aspects of your proposed development, including commentary on proposed activities, along with details on relevant City bylaws and policies.</p> <p>You will also be able to confirm your submission requirements with staff after this meeting.</p>	<p>The Land Use Development Application Form, along with the accompanying Submission Requirement Form(s), can be located on the Planning Resources & Documents section of the website. Application fees are summarized in the City's Summary of Development Application Fees.</p> <p>Prior to making application with the City of White Rock, please confirm with staff as to whether there will be any further additional requirements are required prior to formal submission.</p> <p>Staff will only accept a full and complete application at time of submission.</p>

Step 3: Internal Review and Circulation
<p>Once your application has been received by the Planning Department, it will be assigned to a File Manager who will guide you through the application process. Once the File Manager has reviewed your application for completeness, the application will then be circulated for comment by other City departments and external agencies as required. Planning staff will also provide their own review of the proposal. During this time, staff may request plan revisions, clarification, or additional information for the proposal.</p>

Important: Procedural Note

There are two separate procedures for liquor licence referral applications in the City of White Rock. Read the following items below to determine which procedure applies to you:

- Applications for a new liquor-primary licence, for a lounge endorsement, for patron participate entertainment, for extension of hours greater than one hour, and/or the relocation of liquor licence are processed through the 'A' stream (Steps A4 and A5).
- If your application does not match any of the items listed above, then the application will be processed through the 'B' stream (Steps B4 and B5).
- Staff may elect to opt-out of providing comment for increases in capacity under 10 persons, and for permanent patio additions under 15 square metres. Contact Planning staff to verify as to whether you can opt-out of the City-led process.

Step A4: Council Consideration and Public Hearing	Step B4: Public Notification
<p>For 'major' applications requiring a Public Hearing, staff prepare notification to all neighbours within 100 metres of the site informing them of the application. Once public input is received, staff will prepare a report and recommendation for Council prior to authorization to proceed to Public Hearing.</p> <p>If authorized to proceed to Public Hearing, notification takes place in accordance with Section 466 of the Local Government Act. Notice will also be provided in the newspaper. The Public Hearing will then be held in Council Chambers (or any other appropriate public venue), prior to Council consideration.</p>	<p>For 'minor' applications requiring public input only, staff prepare notification letters to all neighbours within 100 metres of the site to inform them of the application, and of their opportunity to provide written comment to staff within a minimum two week period.</p> <p>Written comments received from the public are then collected, summarized, and assessed by staff.</p>

Step A5: Council Reconsideration	Step B5: Director Consideration
<p>After the Public Hearing, Council will consider the application for a second time. Council's decision, including any recommended conditions, will then be incorporated into a formal resolution letter.</p>	<p>Once the public input period concludes, staff prepare a report and recommendations for consideration by the Director of Planning and Development Services.</p> <p>The Director's decision, including any recommended conditions, will then be incorporated into a formal resolution letter.</p>

Step 6: Referral to the Province

A copy of the authorized formal resolution is submitted to the BC Liquor and Cannabis Regulation Branch, along with copies of all relevant reports, comments, documentation, and results from the relevant public notification process.

Frequently Asked Questions

Where can I operate a licenced establishment in the City of White Rock?

In the White Rock Zoning Bylaw, a licensed establishment refers to a business premise or establishment licenced under the *Liquor Control and Licencing Act* and the *Liquor Control and Licencing Regulation* (as amended); for reference, this includes businesses that operate with:

- a food primary licence (such as restaurants)
- a liquor primary or liquor primary club licence (such as pubs, bars, and private clubs)
- a manufacturer licence (breweries, distilleries and wineries)

Any zone in White Rock that permits a 'licensed establishment' under the relevant 'permitted use' section may operate a variety of businesses regulated under the above-mentioned legislation.

Can I operate other types of business in tandem with my liquor licence?

Yes.

The City wants to promote and accommodate innovative entertainment-related land uses, such as brew-pubs and cabarets (restaurants that provide live entertainment, such as musicians or comedians).

Can I operate a business oriented towards 'adult entertainment'?

In the Zoning Bylaw, an adult entertainment use refers to the use of an establishment, or part thereof that provides adult-oriented entertainment, not suitable for viewing by minors, including but not limited to:

- exotic dancing whereby entertainers remove clothing during a performance, and/or perform in a sexually suggestive manner; or
- entertainment involving full or partial nudity

Adult entertainment uses are not permitted to operate in tandem with a liquor licence.

All inquiries regarding the proposed operation of an adult entertainment-oriented establishment should be directed towards Planning staff.