



**CITY OF TERRACE  
LIQUOR / CANNABIS LICENSE APPLICATION**

**Application Type:**

- |                          |                                                                                                                                           |            |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <input type="checkbox"/> | Liquor Primary License, New                                                                                                               | \$ 500.00  |
| <input type="checkbox"/> | Liquor Primary License, Amendment to Existing<br><i>(Occupant load increase, winery endorsement, permanent hour extension)</i>            | \$ 300.00  |
| <input type="checkbox"/> | Food Primary License, Amendment to Existing<br><i>(Late night hour extensions beyond midnight and patron participation entertainment)</i> | \$ 300.00  |
| <input type="checkbox"/> | Liquor/Food Primary License, Temporary Amendment<br><i>(Special occasion hour extensions or temporary occupant load increase)</i>         | \$ 100.00  |
| <input type="checkbox"/> | Storefront Cannabis Retail Sales License, New                                                                                             | \$1,500.00 |

Name of Applicant(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

License Number(s) Affected: \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_  
*(if different from applicant)*

Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_ Fax: \_\_\_\_\_

Legal Description of Licensed Property: \_\_\_\_\_

Address of Licensed Property: \_\_\_\_\_

Present Zoning: \_\_\_\_\_ Present Use: \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**

- Letter of Authorization Attached (if Applicant is not the Owner)

**TO COMPLETE THIS APPLICATION SUBMIT TO DEVELOPMENT SERVICES:**

1. *Appropriate Application fee.*
2. *Signed Letter of Authorization from the Owner \_\_\_\_\_  
(applies only if the applicant is not the owner)*
3. **LCRB APPLICATION**
  - (i) *Submit copy of completed Liquor and Cannabis Regulation Branch (LCRB) application form(s) and associated documents (i.e. letter of intent, occupant load, floor plans, etc.)*

APPLICATION REVIEW & APPROVAL PROCEDURES

1. *The application is processed and reviewed by City staff.*
2. *The Development Services Department will coordinate input from the various municipal departments, notify landowners/tenants within a prescribed distance from the land that is the subject of the application and will publish a notice in the local newspaper advising of a public hearing.*
3. *The Development Services Department will prepare a report for Council, including feedback from the Public Hearing.*
4. *After considering the application and the report, City Council may provide a response to the application in the form required by the Province, as outlined by the LCRB.*

*If you require additional information or assistance please contact the City of Terrace Planning Department at (250) 615-4022.*

*Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act, and will be used only for the purpose for which it was collected. If you have any questions about the collection and use of this information, contact the City's Freedom of Information Co-ordinator at 250-638-4722.*