

YUKON LIQUOR CORPORATION BOARD OF DIRECTORS POLICY MANUAL

CHANGE TO EXISTING PREMISES

TAB 3

A new licence application and public notice may be required where a licensee is proposing to make changes to their existing licensed premises.

APPLICATION

As provided for in our current legislation any change to existing licensed premises from the original application may require a new application and public notice.

A new application and public notice will be required if what the applicant now seeks in proposed changes involves a material difference from the original application. Examples of this include a change in the size, use, or nature of the business/premises.

This would include the addition of decks, patios, or other areas to the licensed area, the addition of various entertainment, sporting or other activities available to patrons, change of licence category, or addition of non-conventional activities in relation to the licence type, etc.

This would not include such things as a change in manager(s), removal or addition of an approved conventional game or entertainment area, i.e. pool table, big screen TV, bandstand, new service counter or service counter relocation, cosmetic change i.e. painting walls, replacing carpet or other flooring, etc. However, for these changes, the licensee must notify the Licensing Branch in writing.

It is recommended that the applicant contact the Licensing Branch well in advance of any changes to the existing licensed premises so that the Inspector can advise of any requirements thereof. Seating capacities will be based on measured square footage of the licensed premise as per the National Fire Safety Code.

The process of making new application with public notice takes a minimum of six weeks following receipt of a complete application package. The decision to grant or deny an application for a liquor licence rests with the Board of Directors.

Yukon Liquor Corporation Board of Directors

Policy amended: August 15, 2006