



January 14, 2008

To: All LCLB Staff

Re: New Process for Handling Incomplete Liquor Transfer Applications

Purpose

The purpose of this bulletin is to outline the new process for handling incomplete transfer applications

Process for handling incomplete transfer applications

- Applications to transfer liquor licences are received in the mailroom and sent to Finance Posse Clerks;
- Posse Clerks create the transfer job in Posse, write the transfer job number on the application and collect the application fees;
- The application package goes to the file room where the liquor licence file is retrieved;
- The application package and file go to the licensing supervisor;
- The Licensing supervisor assigns all the transfer applications each morning to designated staff;
- Licensing staff will dedicate first part of each day to review new transfer applications;
- If the application package is complete, the case manager will follow established procedures and process application;
- If the application package is not complete, the case manager will prepare a checklist letter highlighting the items that are required to complete the application package. This letter will be sent to the applicant along with the incomplete application package. The applicant is instructed to return a completed application package to the Branch within 30 days. The fees submitted with the transfer application are non refundable;

- When an application package is re-submitted, mailroom staff will be able to identify the resubmitted application by the checklist letter that should accompany the application or the Posse job number that has been written on the transfer application. They will forward the package to licensing;
- Licensing staff will review the returned application package to ensure the application is complete. If the application package is still incomplete, licensing staff will follow the above procedures;
- If a completed application package is not received within 30 days, the transfer application will be terminated and a notice of cancellation will be sent to the current licensee;
- Under unique circumstances, an applicant could request in writing an extension to the 30 day deadline.

Where Clarification is Required

If you have any questions or require further clarification regarding these changes in operational procedures please contact Keri Cooper, Licensing A/Supervisor at Keri.Cooper@gov.bc.ca



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