



June 12, 2008

To: All LCLB staff  
All Industry Associations  
All Local Government, First Nations, and Police Agencies

**Re: Documentation and fee requirements for non-profit fraternal societies holding Liquor Primary Club licences**

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This policy directive amends Liquor Control and Licensing Branch (LCLB) policies concerning the documentation and fees required for changes to table officers and resident managers in non-profit fraternal societies holding LP club licences. The changes take effect immediately and are as follows.

**1. Non-profit fraternal societies holding Liquor Primary Club licences will continue to be required to submit names of top four officers annually, but will no longer be required to submit criminal record history forms. Criminal record history forms will be required from the President only.**

Current licensing policy requires non-profit, fraternal societies holding Liquor Primary Club licences to notify the Branch each time new officers are elected. The Branch requires an Application for a Permanent Change to a Liquor Licence (LCLB012) requesting a Change of Directors or Officers to be filled out for the top four officers, who are also required to submit Personal History Summary and Consent for Criminal Record Search forms (LCLB004) and a Consent for Disclosure of Criminal Record Information (RCMP GRC 3584) for each officer. The branch recognizes that officers are elected annually and that few officers are directly involved with the operation of the licensed establishment.

Effective immediately, requirements for non-profit fraternal societies holding Liquor Primary Club licences will be as follows:

- Up to date lists of the top four table officers are required by the Branch at all times, and must be submitted using the Application for a Permanent Change to a Liquor Licence (LCLB012); and
- Only the President must complete and submit the Personal History Summary and Consent for Criminal Record Search (LCLB004) and Consent for Disclosure of Criminal Record Information (RCMP GRC 3584) form.

**2. Non-profit fraternal societies holding Liquor Primary Club licences may submit a resident manager's application at the same time as the table officers at no additional fee.**

Current licensing policy requires separate applications and fees from the table officers and resident managers.

Effective immediately, the requirements for resident managers are as follows:

- any change in resident manager may be included in the package with changes of

- officers and directors, at no additional fee; and
- Resident managers will continue to be required to complete and submit Personal History and Consent for Criminal Record Search (LCLB004) and Consent for Disclosure of Criminal Record Information (RCMP GRC 3584) forms.

### **Further Information**

Further information regarding liquor control and licensing in British Columbia is available on the Liquor Control and Licensing Branch website at [www.pssg.gov.bc.ca/lclb](http://www.pssg.gov.bc.ca/lclb). If you have any questions regarding these changes, please contact the Liquor Control and Licensing Branch toll free in Canada at 1-866-209-2111 or 387-1254 if calling from the Victoria area.



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