



January 8, 2008

Liquor Industry Associations
Liquor Industry Consultants

Re: New Process for Handling Incomplete Liquor Licence Transfer Applications Begins January 14, 2008

The following information applies to individuals interested in acquiring a liquor licence through a licence transfer.

Until now, our practice has been to hold applications we receive that are incomplete, contact the applicant to let them know what documents are missing, and give them 30 days to supply the missing information.

Many applicants routinely submit applications in stages thinking that it speeds up the process. In fact, it slows it down because we have to handle the application every time we receive a document. Not only does it slow things down for the individual applicant, it impacts other applicants and licensees as well.

As part of a larger strategy to streamline processes and reduce overall processing time, we will no longer hold incomplete applications. Effective January 14, 2008, if an individual submits an incomplete transfer application, we will let them know what information is missing. However, rather than hold the application package in the branch, we will return it to the applicant and ask them to re-submit it, once they have the missing documents.

Licensing staff are available to consult with prospective applicants before they submit their application by calling our toll-free number: 1 866 209 2111. Information is also available on our web site at:

www.pssg.gov.bc.ca/lclb

Sincerely,

Cheryl Y. Caldwell
Deputy General Manager
Licensing and Local Government Liaison

**Ministry of Public Safety
and Solicitor General**

Liquor Control and
Licensing Branch

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