



# Information for Liquor License Applicants

District of North Vancouver  
Planning Department

355 West Queens Rd, North Vancouver, BC V7N 4N5

Questions about this form: Phone: 604-990-2387 or Email: [planning@dnv.org](mailto:planning@dnv.org)  
Form submission: Submit to address above

This handout is provided to assist applicants understand the role of the municipality in the overall liquor license process. Three key points are noted:

- **The District of North Vancouver does not issue liquor licenses.** All liquor licenses are issued by the Provincial Liquor Control and Licensing Branch (LCLB.)
- **All liquor license applications must be initiated at the Liquor Control and Licensing Branch offices.** The District of North Vancouver does not keep application forms and is not involved in the initial application process. All applicants must contact the LCLB office and obtain the necessary application forms and list of procedures from the LCLB.
- **Most liquor license applications will require approval or support from the District of North Vancouver if it is “liquor primary” or patron participation entertainment and/or hours of services past midnight. Applicants should allow sufficient time for the District to review and provide comments on the application.** Municipal approval (or denial) can take from several weeks to several months depending on the type and complexity of the application. For most types of liquor license applications, a Council resolution in favour of the application is required. It is Council policy that they be advised of any liquor applications, and Council will generally require a staff report and comments from the local Community Association before providing a resolution. Applicants may also be required to hold a Public Information meeting in the local neighbourhood for major or new liquor licenses.

## Role of Local Government

Local government is expected to obtain community input on liquor applications, and to regulate capacity, hours of operation, entertainment and type of facility as appropriate for the location. This role will become increasingly important as the provincial government moves forward with the Liquor Reform Strategy. The District considers the following issues in their review and recommendations on liquor license applications:

- Whether the proposal conforms to zoning bylaws and business license bylaws with respect to permitted uses, parking, hours of operation etc.
- Whether any proposed building construction or renovations conforms to the Building Code and/or Fire Code.
- Whether a Development Permit is required prior to issuance of Building Permit.
- Whether the proposed license is considered compatible with adjacent uses and the overall business and/or residential neighbourhood.
- Whether there is community support for the facility.

## Special Occasion Liquor Licences

For specific types of short-term special events, the LCLB has created a “Special Occasion Liquor License”. These are issued for non-profit events such as weddings, banquets, fund-raising and community festivals. In order to facilitate review of these applications, Council has delegated the approval authority to District staff for events of less than 5 days duration. Applications for these licenses may be made at local LCLB stores. **Please allow at least 10 working days for municipal approval of these licenses. Additional time is required for events in public parks.**