

Liquor Licence Occupant Load Review Application

Calculation of occupant load for Liquor Licence approval

Date	Folder number
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1 Application Details

Application type <input type="checkbox"/> Food primary <input type="checkbox"/> Liquor primary <input type="checkbox"/> Lounge endorsement <input type="checkbox"/> Special event area <input type="checkbox"/> Winery/Cidery/Distillery <input type="checkbox"/> Other			
Reason for review <input type="checkbox"/> New license <input type="checkbox"/> Amendment to existing license <input type="checkbox"/> Change of owner			
Total number of indoor seats	Total number of outdoor seats	Total number of staff	Licensed floor area
Is there an active building permit for this establishment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide building permit number			

2 Business Information

Business name		Applicant name	
Address		City	Postal code
Primary phone	Secondary phone	Email	

A Owner information

Owner name			
Address		City	Postal code
Primary phone	Secondary phone	Email	

B Agent information

Agent name			
Address		City	Postal code
Primary phone	Secondary phone	Email	

Note: Agents Authorization Form required

3 Submission Requirements

- Two 11 x 17" copies of seating plan; clearly include/identify:
 - layout of entire establishment
 - establishment name and address
 - all details including all rooms, washrooms, exits, and outdoor patio areas
 - number of seats
 - maximum number of staff
 - lounge area (for applicable restaurants)
- Payment of applicable fee is required at time of submission
 - refer to the [Fees and Charges Bylaw](#), Schedule 18 (Liquor Licence Review)

4 Signature

I hereby verify that the information included on/with this form for the Liquor Licence Occupant Load Review is complete, true, and correct.

Applicant's signature

Print name

Date (mm/dd/yyyy)