



Floor Plan – Licences - Policy B.02

Section 15 of the *Liquor Regulations* sets out requirements for applications for licences, with paragraph 15(1)(d) requiring that

“In addition to the requirements of section 6 of the Act, an application for a licence must be accompanied by a copy of the floor plan of the proposed licensed premises or manufacturing facility”.

Subsection 17(1) of the *Liquor Regulations* states that:

“The Board may not issue a licence or approve the transfer of a licence unless it approves the floor plan and the location of the proposed licensed premises or manufacturing facility submitted in the application.”

The *Liquor Act* and the *Liquor Regulations* do not specify the format the floor plan must take.

The Board has established the following format criteria:

- (a) Floor plans should be submitted on regular letter size paper (8.5” by 11” paper);
- (b) All dimension measurements should be identified for each proposed licensed area.
- (c) The proposed licensed area(s) must be clearly highlighted and must match the areas listed on the application form(s).
- (d) Locations of the following must be clearly set out:
 - i) Public entrances;
 - ii) Washrooms;
 - iii) Liquor storage (locked storage space for liquor inventory in a place not accessible to patrons);
 - iv) Bar; and
 - v) All connected areas to be licensed (hallways, stairwells, etc.) must be clearly outlined and explained.

- (e) For Class A (Liquor Primary) licence applications, the floor plan must show that the bar is located in a place that allows maximum view from the bar of the area of the licensed premises used by patrons, or must demonstrate an alternate means of visual supervision of the licenced premises. An additional document should be included to explain the alternate means of visual supervision.
(Subsection 60(1) of the *Liquor Regulations*.)
- (f) Any proposed deviation from the criteria outlined in paragraphs (a) to (e) should be explained.
- (g) If the application includes Outside or Seasonal Use Area(s), the plan should also clearly indicate the following:
 - (i) Type of fencing material;
 - (ii) Height of fencing material;
 - (iii) If there will be speakers;
 - (iv) Zoning location (residential, commercial, or industrial);
 - (v) Public Access; and
 - (vi) Proposed hours of operation (subject to the provisions of a licensed premises bylaw).

For additional similar minimum fencing standards, please refer to the Board's *Outdoor Event Policy B.01*.

- h) In addition to a completed floor plan, photographs may be submitted, but they do not replace the application requirements for a copy of the floor plan.

Effective the 16th day of November, 2018.

Approved by:



Sandra Aitken, Chairperson

On behalf of and with the concurrence of the Board Members.