



Cannabis Retail Licence

Application Form: Sole Proprietor



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Introduction

Persons who want to sell cannabis in Yukon must have a cannabis retail licence granted by the Cannabis Licensing Board.

The *Cannabis Licensee Handbook* provides an overview of cannabis retail licensing in Yukon. In order to better understand the requirements for a cannabis retail licence, **applicants should fully read the *Cannabis Licensee Handbook* prior to completing this application package.**

To be considered for a cannabis retail licence, the applicant must submit a complete application, meeting all requirements, before the application may move forward to the Cannabis Licensing Board. It is important to note that the President of the Yukon Liquor Corporation has the legal authority to request additional information, conduct an investigation and inspect the proposed premises as part of the application process. Once a completed application has been made, the issuance of a licence is a matter for determination by the Cannabis Licensing Board.

If you require any clarification or if you have any questions or concerns about this application or process, please contact Yukon Liquor Corporation at (867) 667-5245 or toll free within Yukon 1-800-661-0408, ext 5245 or attend at 9031 Quartz Road, Whitehorse, Yukon Y1A 4P9; or email Cannabis.Licence@gov.yk.ca.

It is important to note that **none of the following persons are eligible** to apply for a licence:

- A young person (under 19 years of age);
- Employees of the distributor corporation;
- Persons who are not ordinarily resident in Canada; and,
- Any individual who has been convicted of a certain type of offence as listed in the *Cannabis Licensing Regulation*.

Sub-class 1 or sub-class 2 licence

Applicants are required to indicate if they are applying for a sub-class 1 or sub-class 2 licence in Part 1, Form 1 of this application package. For further information on the definitions of the sub-classes, please refer to the *Cannabis Licensee Handbook*.

Applicants applying for a sub-class 1 (store-within-store) licence are required to complete:

- Part 1 – Application Forms
- Part 2 – Sub-Class 1 Premises Information

Applicants applying for a sub-class 2 (standalone store) licence are required to complete:

- Part 1 – Application Forms
- Part 3 – Sub-Class 2 Premises Information

Privacy Collection

Some of the information collected to make an application for a cannabis licence may be personal information. The Yukon Liquor Corporation collects personal information for the purposes of assessing the application in preparation for review by the Cannabis Licensing Board. In the process, some information will be shared with third parties contracted from time to time by the Yukon Liquor Corporation to assess financial responsibility. The legal authority for collection of personal information is the *Access to Information and Privacy Protection Act* (ATIPPA) sections 29 and 30.

Application Checklist

An applicant for a cannabis licence must provide Yukon Liquor Corporation with the following completed documents and attachments, which must be clear and legible. Failing to include them all will delay the application process.

Application Fee: \$2,050 (non-refundable)

- Fee must be paid to Yukon Liquor Corporation in full to process the application. It is a non-refundable fee **whether or not** an application is approved, or if an application is withdrawn.

Part 1 – Application Forms	
<input type="checkbox"/> Form 1: Cannabis Licence Application <input type="checkbox"/> Form 2: Affidavit for Application for Cannabis Retail Licence <input type="checkbox"/> Form 3: Personal History Report <input type="checkbox"/> Form 4: Undertaking	
Part 2 – Sub-Class 1 Premises Information	Part 3 – Sub-Class 2 Premises Information
<input type="checkbox"/> Business Name Registration <input type="checkbox"/> Economic Benefit Assessment <input type="checkbox"/> Operational Plan <input type="checkbox"/> Employee Management Plan <input type="checkbox"/> Financial Documents <input type="checkbox"/> Criminal Record Check <input type="checkbox"/> Licensed Premises Details <input type="checkbox"/> Site Plan <input type="checkbox"/> Floor Plan	<input type="checkbox"/> Business Name Registration <input type="checkbox"/> Economic Benefit Assessment <input type="checkbox"/> Operational Plan <input type="checkbox"/> Financial Documents <input type="checkbox"/> Criminal Record Check <input type="checkbox"/> Licensed Premises Details <input type="checkbox"/> Site Plan <input type="checkbox"/> Floor Plan

Part 1

Application Forms



FORM 2

AFFIDAVIT FOR APPLICATION FOR CANNABIS RETAIL LICENCE

SOLE PROPRIETOR

I, _____
NAME

of the _____
NAME OF BUSINESS

of _____
CITY, TERRITORY/PROVINCE

make oath and say that:

1. I have read this application;
2. I have knowledge of the matters contained in the application;
3. All the facts stated and information furnished in the application are true and correct;
4. I am not ineligible to apply for a licence or be a licensee; and,
5. I am the applicant.

Applicant

 Signature of applicant

 Print full name

Notary/commissioner

Sworn/affirmed before me

at _____ in _____

on the _____ day of _____, 20_____.

 Signature of notary or commissioner

 Print full name

Notary public in and for Yukon; or notary public or commissioner for oaths in and for _____

My commission expires: _____

Yukon Liquor Corporation (YLC) collects personal information for the purposes of assessing an application. YLC is authorized to collect, use and disclose personal information under the *Access to Information and Privacy Protection Act (ATIPP)* sections 29 and 30. Questions may be directed to the YLC ATIPP Coordinator at 9031 Quartz Road, Whitehorse by calling (867) 667-5245 or toll-free within Yukon 1-800-661-0408 ext 5245.



FORM 3
PERSONAL HISTORY REPORT
SOLE PROPRIETOR

Name of applicant		Date of birth YYYY/MM/DD		
Name of business				
Business mailing address	Street	City/town	Territory/province	Postal code

1. Have you ever held a cannabis or liquor licence in Yukon, or other jurisdictions? If yes, list what type of cannabis or liquor licence, location, applicable dates:

Cannabis or liquor licence, type and number	Location City, territory/province	Dates of licence held YYYY/MM/DD to YYYY/MM/DD

2. Have you ever been refused a cannabis or liquor licence in Yukon or by any other cannabis or liquor authority? If so, provide details including the rationale for refusal:

3. Have you ever had a cannabis or liquor licence suspended, cancelled or revoked in Yukon, or by any other cannabis or liquor authority? If so, provide details including a description of the reasons:

4. Provide employment history detail for the past 3 years, highlighting how your employment history is relevant to the control, operation or management of a commercial enterprise or retail sales.

Employment history				
Name of employer	Position title	Location	Dates of employments	Relevancy (i.e. primary responsibilities, details of experience)

5. If you have been engaged in a commercial enterprise over the past 3 years, provide details with respect to your role, responsibilities and experience.

6. If you have not been employed at any time in the past 3 years, provide details of experience relevant to the control, operation or management of a commercial enterprise or retail sales.

- 7a. If you have been employed for part of the past 3 years, provide the employment information in the table below.

Employment history				
Name of employer	Position title	Location	Dates of employments	Relevancy (i.e. primary responsibilities, details of experience)

7b. Provide details of experience relevant to the control, operation or management of a commercial enterprise or retail sales.

8. Provide any further information that you consider to be of assistance to the Cannabis Licensing Board in determining that the applicant is financially responsible and is of good character, and a fit person to operate the premises and to be a licensee.

9. Provide a list of the names of the management team for the proposed licensed premises. For each management person listed provide their title and a description of their proposed role.

I, _____, make oath and say that all of the information contained in and in relation to this personal history report is true and accurate.

Applicant

Signature of applicant

Print full name

Notary/commissioner

Sworn/affirmed before me

at _____ in _____

on the _____ day of _____, 20____.

Signature of notary or commissioner

Print full name

Notary public in and for Yukon; or notary public or commissioner for oaths in and for _____

My commission expires: _____

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I promise to provide written notification to the Yukon Liquor Corporation of any changes to the information contained within any part of this application within 24 hours of the change occurring.

I authorize the Yukon Liquor Corporation and the Cannabis Licensing Board to utilize the email address provided in Form 1 for the purpose of sending information (including personal information) to me in connection with this application.

Applicant

Signature of applicant

Print full name

Witness

Signature of witness

Print full name

Date

Submit completed application, including the application checklist and all forms to:

Yukon Liquor Corporation
9031 Quartz Road, Whitehorse, Yukon Y1A 4P9
Email: Cannabis.Licence@gov.yk.ca
Fax: (867) 393-6306

Yukon Liquor Corporation (YLC) collects personal information for the purposes of assessing an application. YLC is authorized to collect, use and disclose personal information under the *Access to Information and Privacy Protection Act (ATIPP)* sections 29 and 30. Questions may be directed to the YLC ATIPP Coordinator at 9031 Quartz Road, Whitehorse by calling (867) 667-5245 or toll-free within Yukon 1-800-661-0408 ext 5245.

Part 2 – Sub-Class 1 Premises Information

This section contains a list of information that is required as part of the applicant's application. Applicants must provide a table of concordance with their application identifying the page number(s) and section(s) for each requirement in this Part.

The following information must be attached:

- Business name registration:** specific to Yukon.
- Economic benefit assessment:** that describes the economic benefit that could reasonably flow from the business of the sale of cannabis at the proposed licensed premises.
- Operational plan** that contains a description of how the applicant will ensure the sufficiency of the arrangements proposed to operate and control the premises in accordance with the statutory conditions. Contents of the operational plan should include:
 - Plan to operate the licensed premises in a way that prevents young persons from being present in the dedicated cannabis area.
 - Plan to prevent sale to young persons and to persons who are intoxicated.
 - Plan to restrict access by intoxicated persons.
 - Plan to ensure it is not reasonably possible for a person who is in a part of the licensed premises that is not the dedicated cannabis area, or who is outside the licensed premises, to see into or hear the activity underway in the dedicated cannabis area.
 - Plan to control inventory and manage retail operations, including the total amount of cannabis to be maintained in inventory.
 - Plan for the transportation of cannabis to and from the Yukon Liquor Corporation including how cannabis will be stored to be inaccessible to persons in the transportation vehicle and how records will be developed and maintained.
 - Plan for security of the premises that includes the burglar alarm system and video surveillance system required by the regulations, the privacy policy and communication approach (e.g. signs – content and location at which they will be posted).
 - Description of the system proposed for record keeping and reporting to the Yukon Liquor Corporation in accordance with the Yukon Liquor Corporation's Reporting Requirements (including records of purchases, sales, returns; inventory; accounts payable and receivable, records of prescribed cannabis training course completion and currency for each employee and licensee).
 - Description of the system proposed for record retention, including where records will be kept, how long they will be retained, security system for retained records.
 - Plan of measures to be used to reduce the risk of cannabis in licensee's possession from being diverted to the illicit market.
 - Plan of measures to ensure that purchasers leave the licensed premises in possession of the cannabis purchased.
 - Plan of proposed measures to prohibit the consumption of cannabis within the licensed premises.
 - The applicant's policy for the return of cannabis by purchasers to the licensed premises.
 - Other relevant factors proposed by the applicant.
- Employee Management Plan:** that details how the applicant will ensure only employees 19 years of age and older will have access to the dedicated cannabis area.

Financial documents that provide the following information:

- List of all applicant's sources of income for the past 3 years.
- Notices of income tax assessments for the past 3 years (all jurisdictions).
- Projected budget (including assumptions) for capital expenditures for the premises (including renovations, leasehold improvements, furnishings, equipment and inventory).
- Projected budget for first year of operation, including projected expenditures and revenue.
- Projected cash flow (including assumptions) for initial year of operation.
- Description of, and documentation to support, all sources of funding for the above items (amount from each source and how it was obtained/earned). For example, if personal savings are used to fund the operation (in full or in part) the applicant should provide evidence of savings (e.g. a bank statement, investment statement, etc.). Or, if loan(s) will be used to fund the operation (in full or in part) provide lending document with details including lender, amount of loan(s), terms of repayment, etc. and supporting documentation.

Note: all sources of funding must be disclosed and documented as part of the application.

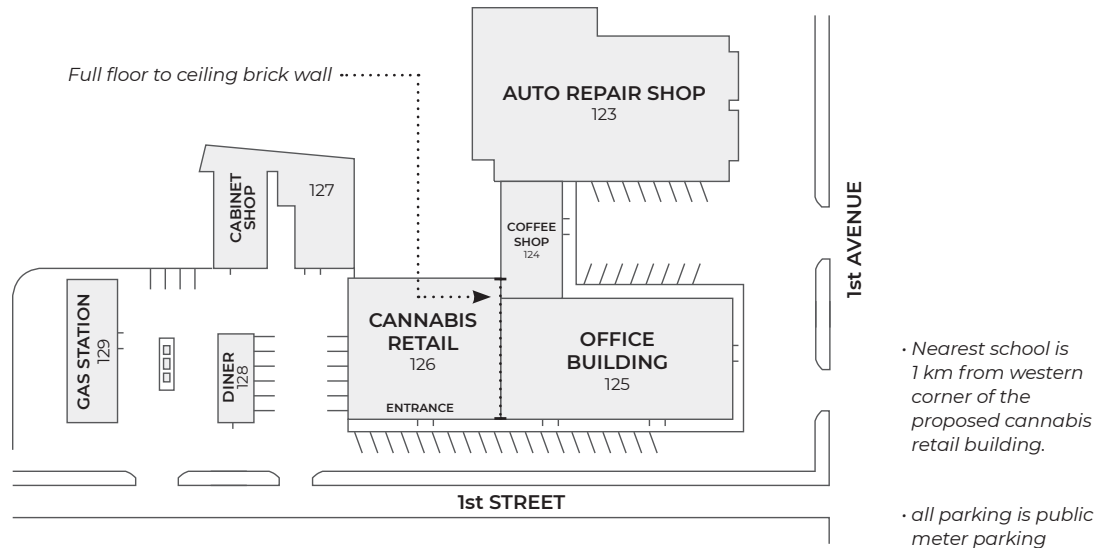
Note that the President of the Yukon Liquor Corporation has the legal authority to request additional information.

Criminal record check:

- Criminal record check for the applicant that is dated not more than 120 days before the date of the submission of their application.

Licensed Premises: copy of title or lease agreement of the proposed premises (the agreement must be valid for the entire period of the proposed licence).

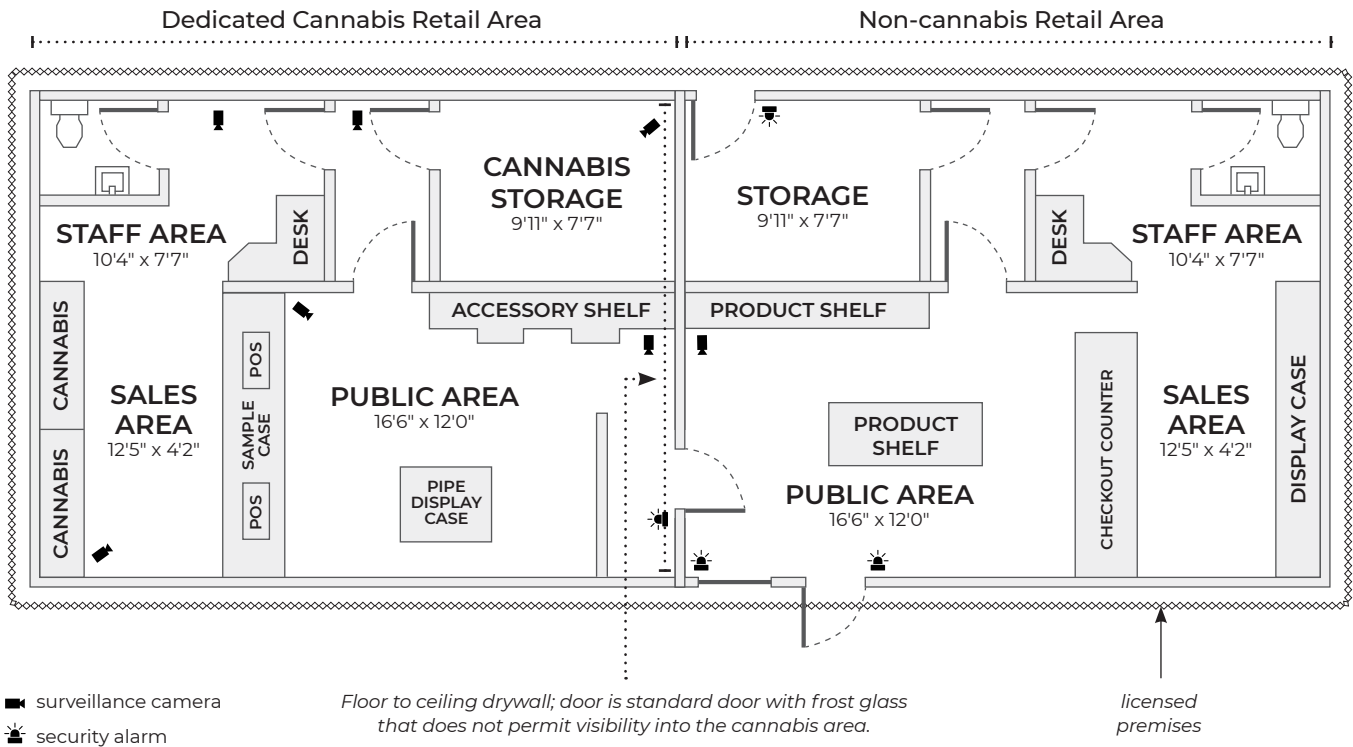
- If the applicant is in the process of purchasing the building/space, they must submit a copy of the purchase agreement
- The applicant may submit an intent or conditional offer to lease. The lease or proposal/conditional offer to lease must cover the entire period of the proposed licence.
- Written confirmation that an employee of the Yukon Liquor Corporation or a member of the Cannabis Licensing Board is not an owner of the premises; or that they do not have a legal or beneficial interest in the premises.
- Description of how the premises conform to zoning, bylaws and other relevant enactments.



Example of a Site Plan

- **Site Plan:** must measure a minimum of 8.5" X 11" (standard letter size) and may be either hand drawn or computer-generated plan is acceptable, as long as the plan is drawn to scale, clear and legible. The site plan must include the proposed store footprint and a representation of any interior or exterior spaces surrounding the store including:
 - All entrances and exits for the building, if the proposed store is located inside a shared building (i.e. shopping mall).
 - The proposed store footprint with all entrances and exits.
 - The location, name and type of operations adjacent to the proposed premises within 250 metres.
 - A description of the type of separation of any operation adjoining the proposed store (e.g. shared brick wall).
 - Setback distance from elementary and high schools.
 - Names of the streets that adjoin the property.
 - Description of proposed parking arrangements for use by the cannabis retail store.

Note: Full height walls are required for separation and connecting doors between the cannabis retail store and the neighboring operation. Full height walls are also required for separation as well as connecting doors between the dedicated cannabis area and the non-cannabis retail area.



Example of a Floor Plan

- **Floor Plans:** must measure a minimum of 8.5" X 11" (standard letter size). A floor plan for each level of the premises must be submitted if the proposed premises has more than one level. The floor plan may be hand drawn or computer-generated plan is acceptable, as long as the plan is drawn to scale and is clear and legible. The floor plan must include:
 - Interior features of the premises must include dimensions of:
 - Each room or area labeled with its intended use and dimensions.
 - Washrooms, stairs and elevators.
 - Entrances and exits (including those used by staff only).
 - Cannabis storage areas.
 - Furniture and fixtures layout (e.g. storage shelves, display cases).
 - The security system and other physical security features that secure the store.
 - Outline of the proposed licensed premises area.
 - Outline the proposed dedicated cannabis area.
 - Identification of the points of sale (i.e. checkout counters) for both the dedicated cannabis area and the non-cannabis area.
 - Entrances and exits to dedicated cannabis area.
 - Description of the type of separation between the DCA and the remainder of the licensed premises.

Part 3 – Sub-Class 2 Premises Information

This section contains a list of information that is required as part of the applicant's application. Applicants must provide a table of concordance with their application identifying the page number(s) and section(s) for each requirement in this Part.

The following information must be attached:

- Business name registration:** specific to Yukon.
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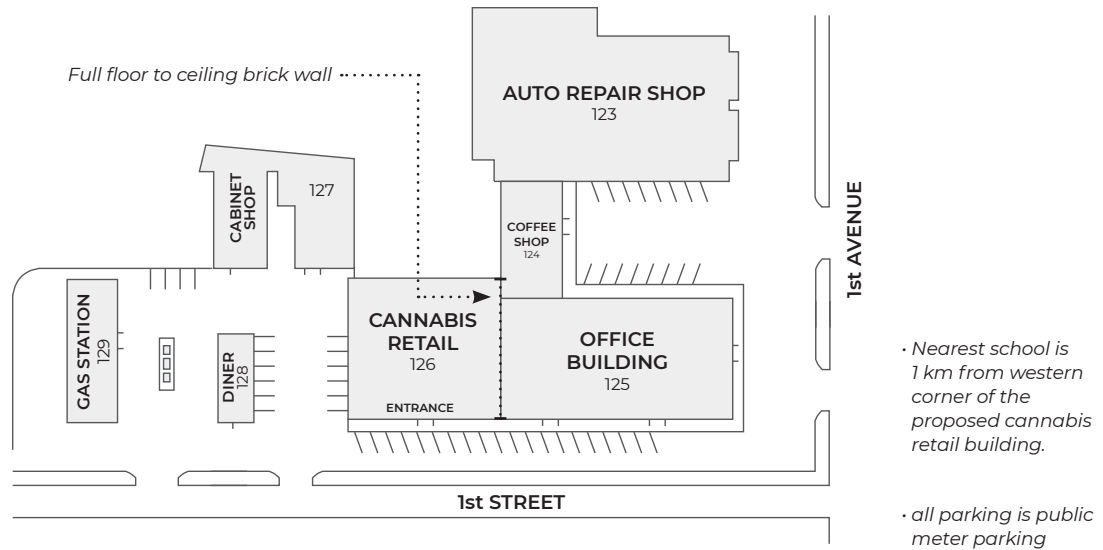
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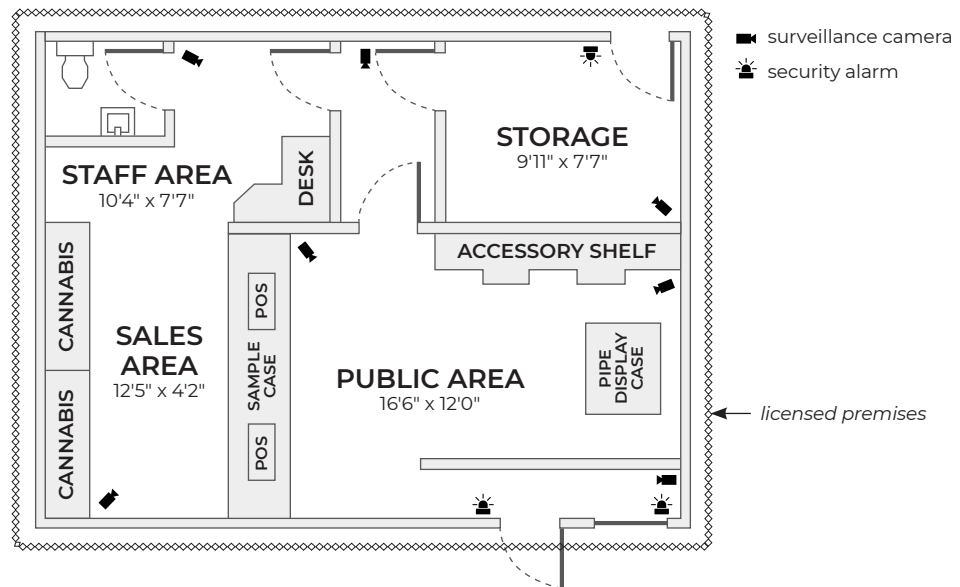
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 - Washrooms, stairs and elevators;
 - Entrances and exits (including those used by staff only);
 - Cannabis storage areas;
 - Furniture and fixtures layout (e.g. storage shelves, display cases); and,
 - The security system and other physical security features that secure the store.