

Licensed Business Check List - Shutdown

License Type: LP FP LRS MP

License Number: _____

	Yes or No	Notes
Complete LCRB dormancy application: may not be required		Only file if you will be closed for a period of 90 DAYS or more : https://www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/business-management/liquor-regulation-licensing/forms/lcrb132_dormancy_notification_form.pdf
Take a copy or photo of your liquor license and floor plan		Ensure your license will not expire while you are closed. Ensure it is renewed and current.
Create front door signage to inform guests of closure		Visit ABLE BC's online store to download free template signs: https://ablebc.ca/product-category/covid-19/
Change voicemail to pick up after one ring and inform guests of closure		
Update and post on social media and continue to post on social media, if there is a planned reopening		Visit ABLE BC's online store to download free template messaging: https://ablebc.ca/product-category/covid-19/
Update website with closure details		
Ensure no outstanding reservations are in play. Cancel if applicable.		
Check lease for closure obligations ((if applicable)		Purpose is to ensure mailing address is up to date. Lease may detail specific requirements.
Set up mail-forwarding		Visit the Canada Post website to set up mail-forwarding: www.canadapost.ca/MailForward
Inform delivery vendors aand couriers who deliver on regular schedules		
Final clean of store and shut down		
Shut down all kitchen equipment		
Clean-out opened food items including any refrigerated opened containers. Be sure to follow food safe regulations.		
Additional Items		
Check with Labour standards on any labour requirements for employees		visit go2hr website for COVID-19 employment resources. https://www.go2hr.ca/health-safety/resources/covid-19-resources
Check with CRA to see if fillings would be impacted		See update on federal economic stimulus package including tax support during COVID-19: https://ablebc.ca/covid-19-update-federal-government-announces-82-billion-support-package/
Check in with your bank; there may be federal options to defer loan payments		See update on federal economic stimulus package including support from financial institutions during COVID-19: https://ablebc.ca/covid-19-update-federal-government-announces-82-billion-support-package/