

## Winery Licenses – Guidelines and Application

If you are interested in establishing a Winery in Newfoundland and Labrador please use the following as a **guideline** of the requirements. *Please note: other agencies or departments may require information further to that which is listed below.*

| Guidelines / Requirements   | ✓ |
|---|---|
| <b>Newfoundland Labrador Liquor Corporation (NLC) License Requirements</b>  |   |
| <ul style="list-style-type: none"> <li>Completed application for a Winery license (see attached)<br/><i>Please note if you intend to sell wine for consumption on your premises, you will require a <b>Lounge License</b> (separate application).</i></li> </ul>  |   |
| <ul style="list-style-type: none"> <li>Completed Personal Data Sheets (enclosed) for all shareholders or directors</li> </ul>   |   |
| <ul style="list-style-type: none"> <li>Current Certificate of Conduct for all Directors and shareholders</li> </ul>   |   |
| <ul style="list-style-type: none"> <li>Written Municipal approval</li> </ul>  |   |
| <ul style="list-style-type: none"> <li>Written approval from the Provincial Fire Commissioner's Office</li> </ul>   |   |
| <ul style="list-style-type: none"> <li>One set of floor plans, drawn to scale on paper no larger than 8.5" x 14", outlining the proposed licensed area, including dimensions of clearly identified rooms (including storage)</li> </ul>   |   |
| <ul style="list-style-type: none"> <li>A current signed copy of a lease or purchase agreement, or another document that verifies ownership and/or legal possession of the establishment</li> </ul>  |   |
| <ul style="list-style-type: none"> <li>If incorporated, please provide Notice of Directors form, <i>The Corporations Act</i> (Form 6)</li> </ul>  |   |
| <ul style="list-style-type: none"> <li>Written approval from the Canada Revenue Agency (see <i>CRA section below</i>)</li> </ul>  |   |
| <ul style="list-style-type: none"> <li>Verification of Food Establishment License (see <i>Service NL section below</i>)</li> </ul>  |   |
| <ul style="list-style-type: none"> <li>Written approval from Buildings Accessibility and Fire &amp; Life Safety (see <i>Service NL section below</i>)</li> </ul>  |   |
| <ul style="list-style-type: none"> <li>Once all information is collected, a pre-licensing inspection will be conducted</li> </ul>   |   |
| <p><b>NLC Product Approvals and Reporting</b></p> <ul style="list-style-type: none"> <li>As you move through the process, it is important for you to consult with NLC's Merchandising Department, which is responsible for the products approved and sold by wineries. For more information on NLC's listing process, please contact the Category Manager (Wine), Vicki Young, at (709) 724-2270 or <a href="mailto:vicki.young@nliquor.com">vicki.young@nliquor.com</a>.</li> <li>Product pricing is based on NLC's pricing policy. A fixed and variable markup component is applied to your cost which is the NLC markup. For more information on pricing, please contact our Supervisor of Revenue Assurance and Pricing, Roy LeGrow, at (709) 724-1123 or <a href="mailto:roy.legrow@nliquor.com">roy.legrow@nliquor.com</a>.</li> <li>Winery licensees will be required to file a monthly commission report to the NLC which tracks your inventory, production and sales and will detail the amount of commission due to the NLC. Commission due to NLC must be paid monthly in accordance with policy. Adequate records to support amounts reported are to be maintained. Licensed wineries are also subject to audits by the NLC.</li> </ul> |   |

| <b>Other Agency Requirements – Winery License</b>   |  |
|---|--|
| <b>Canada Revenue Agency (CRA)</b>  |  |
| CRA issues the license to produce wine in Canada and will assist with any production questions you may have. For more information, please contact the Regional Manager – Excise Duty at (902) 450-8374 or 1-888-327-7999.   |  |
| <b>Service NL</b>   |  |
| To operate a winery, a Food Establishment License is required. Service NL conducts health inspections at all food establishments in the province, including wineries. For more information, please visit <a href="http://www.servicenl.gov.nl.ca">www.servicenl.gov.nl.ca</a> or call (709) 729-2104.   |  |
| The proposed winery will also need approvals for Buildings Accessibility and Fire and Life Safety. For more information, please visit <a href="http://www.servicenl.gov.nl.ca/licenses/building/index.html">www.servicenl.gov.nl.ca/licenses/building/index.html</a> or call (709) 729-1038.  |  |
| <b>Department of Environment and Conservation</b>   |  |
| An environmental assessment may be required. For further information, please call 1-800-563-6181 or visit <a href="http://www.env.gov.nl.ca/env/env_assessment/index.html">www.env.gov.nl.ca/env/env_assessment/index.html</a> .  |  |
| <b>Canadian Food Inspection Agency (CFIA)</b>   |  |
| To discuss labeling requirements under the Food and Drugs Act, please contact CFIA at (709) 772-4424.   |  |
| <b>Business Permit and License Information: BizPaL</b>  |  |
| As indicated before, depending on the characteristics of your business operation, you may need additional approvals from various authorities. BizPaL is an online service involving a partnership with all levels of government (federal, provincial/territorial and municipal). This service provides entrepreneurs with a customized, integrated list of permits, licenses, and other permission-based requirements (registrations, certificates) required to start or grow a business. |  |
| Please visit <a href="http://www.bizpal.gov.nl.ca/?b=10">http://www.bizpal.gov.nl.ca/?b=10</a> for more information or call (709) 729-3482.   |  |

## APPLICATION FOR WINERY LICENSE

**\*Please note:**

**An application fee of \$200 must accompany this application.**

**All licenses are subject to an Annual Licensing Fee. For more details, please see the License Fee Schedule.**

Application is hereby made for a Winery license to produce wine, under the laws of Canada, and to sell approved products by the NLC, in the province of Newfoundland & Labrador.

Company operations are to comply with the Province of Newfoundland and Labrador *Liquor Control Act*, *Liquor Licensing Regulations* and the *Liquor Corporation Act*.

**1. Applicant Information:**

Name: \_\_\_\_\_  
Surname Given Names

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**2. Establishment Information:**

(a) Business name of establishment:

\_\_\_\_\_

(b) **Physical** Address of Establishment (please complete **ALL FIELDS**)

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_

(c) **Mailing** Address of Establishment (if different from above)

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_

3. Is applicant sole owner?  Yes  No

(a) If not sole owner, give particulars of agreements with any other party or parties

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(b) If a partnership, state separately each partner's investment and proportion of profit distribution:

| Name  | Investment | % Profit-sharing ratio |
|-------|------------|------------------------|
| <hr/> | <hr/>      | <hr/>                  |
| <hr/> | <hr/>      | <hr/>                  |
| <hr/> | <hr/>      | <hr/>                  |

(c) If a corporation, give:

Name 

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Date of Incorporation 

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Public or Private Company 

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Provincial or Federal Charter 

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Officers and Directors (If more than four, please provide separate list)

| Name  | Mailing Address (including Postal Code) |
|-------|---|
| <hr/> | <hr/>                                   |
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4. Supervisors of Production and Quality Control:

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5. CRA Excise Duty License Number:

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6. Estimated Annual Total Production – Hectoliters:

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**7. Names and Addresses of suppliers for wine production**

| NAME  | ADDRESS |
|-------|---------|
| _____ | _____   |
| _____ | _____   |
| _____ | _____   |

**ALL APPLICANTS MUST COMPLETE THE FOLLOWING**

I, \_\_\_\_\_, of \_\_\_\_\_

do solemnly declare that:

- I have knowledge of the matters herein deposited to;
- All information set forth in the attached application to the Newfoundland Labrador Liquor Corporation is true and correct in substance and in fact; and
- I made this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

**Please send completed application to:**

**NEWFOUNDLAND LABRADOR LIQUOR CORPORATION  
P.O. Box 8750, Stn. A  
St. John's, NL A1B 3V1  
Attention: Regulatory Services**

**Telephone: 709-724-1159**

**Fax: 709-753-8625**

**email: corporateservices@nliquor.com**

## PERSONAL DATA SHEET

Name of Establishment for which this report is submitted

Location

Surname

Given Name(s)

Address

Phone Number

Email

Date of Birth

Place of Birth

Place of Residence during past ten years

Are you or any member of your family engaged, in any capacity, with the enforcement or administration of the *Liquor Control Act* and/or the *Liquor Corporation Act*?

YES       NO      If yes, please give details

Have there been any findings of guilt against you of an offense in Canada or the United States?

YES       NO      If yes, please attach a certified copy of your criminal record.

The Royal Canadian Mounted Police, the Royal Newfoundland Constabulary or any other law enforcement agency is hereby authorized to supply the Newfoundland Labrador Liquor Corporation with any information which the Board considers pertinent to my application for a license.

Date

Signature of Applicant