

Approval to Extend a Licensed Premises

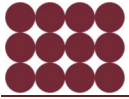
If you are interested in extending your licensed premises, please use the following as a **guideline** of the requirements. *Please note: other agencies or departments may require information further to that which is listed below.*

Guidelines / Requirements	✓
Newfoundland Labrador Liquor Corporation (NLC) Requirements	
• Completed application for Approval to Extend a Licensed Premises (see attached)	
• Written Municipal approval	
• Written approval from the Provincial Fire Commissioner's Office	
• A detailed plan (drawn to scale on paper no larger than 8.5" x 14") outlining the proposed licensed area to be extended	
• Written approval from Buildings Accessibility and Fire & Life Safety (if applicable) (<i>see Service NL section below</i>)	
• Once all information is collected, an inspection may be conducted prior to a final decision on your application	
Other Agency Requirements	
<p>Service NL</p> <p>The proposed changes may need approvals from Buildings Accessibility and Fire and Life Safety. For more information, please visit www.servicenl.gov.nl.ca/licenses/building/index.html or call (709) 729-1038.</p>	

Please note that the following requirements must be satisfied before an application is processed:

- (1) The extension of premises must be attached to the existing licensed premises and must be fenced in with double snow fencing.
- (2) Access to the extension of premises must take place from the licensed premises.
- (3) Only cans or disposable drinking containers are permitted to be used for the sale and consumption of alcoholic beverages within the extended premise.
- (4) Sufficient lighting shall be provided for evening functions.
- (5) All other requirements of the *Liquor Control Act* and *Liquor Licensing Regulations* with respect to the sale and consumption of alcoholic beverages will apply.

Please note: The capacity of the licensed premises DOES NOT increase with the extension of premises in place.



APPLICATION FOR APPROVAL TO EXTEND A LICENSED PREMISES

***Please note that a \$100.00 Application Fee is required**

1. Name of Licensee: _____ License #: _____

Address: _____
Street City/Town/Community Postal Code

2. Purpose of extension and **Date(s) & Time(s)** required:

Date	Start and End Times	Purpose

Signature of Applicant _____ Phone Number _____ Date _____

This application must be approved and signed by the following authorities:

Municipal Authority

Signature _____ Title _____ Phone # _____

Comments _____ Date _____

Fire Authority

Signature _____ Title _____ Phone # _____

Comments _____ Date _____

Police Authority

Signature _____ Title _____ Phone # _____

Comments _____ Date _____

Fee Payment:

Cheque or Money Order: please make payable to **Newfoundland Labrador Liquor Corporation**

Credit Card: please pay online at https://nlliquor.formstack.com/forms/license_payments

Please send completed application to:

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

Telephone: (709) 724-1159

Fax: (709) 753-8625

Email: corporateservices@nlliquor.com