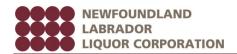


<u>Airport Establishment Licences – Guidelines and Application</u>

An airport establishment licence authorizes the licensee to sell, for consumption on the licensed premises to passengers of the airlines using the airport where the licensed premises are located, at all hours and on all days throughout the year, spirits by the glass and wine and beer by the glass or opened bottle.

If you are interested in obtaining an Airport Establishment liquor licence 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			
Newfoundland Labrador Liquor Corporation (NLC) Licence Requirements			
Completed application for Liquor Establishment licence (see attached)			
Completed Personal Data Sheets (enclosed) for each shareholder, director and/or officer who is in charge of the premises			
 Current Certificate of Conduct for each shareholder, director and/or officer who is in charge of the premises 	O		
Written Municipal approval			
Written approval from the Provincial Fire Commissioner's Office			
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 and the total number of fixtures in the men's and ladies' washrooms)			
 A current signed copy of a lease or purchase agreement, or another documen that verifies ownership and/or legal possession of the establishment (e.g., Property Tax Bill) 	t		
Verification of posting of public notices (see attached)			
• If incorporated, please provide Notice of Directors form, <i>The Corporations Act</i> (Form 6)			
Written approval from Buildings Accessibility and Fire & Life Safety (see Government Modernization and Service Delivery section below)			
Once all information is collected, a pre-licensing inspection will be conducted			
Other Agency Requirements			
Government Modernization and Service Delivery			
The proposed establishment will need approvals from Buildings Accessibility and Fire and Life Safety. For more information, please call (709) 729-1038.			



PUBLIC NOTICES

A **Public Notice** measuring 8.5" x 11" must be posted on your proposed licensed establishment for three consecutive weeks. NLC will also post the notice on its website at www.nlliquorcorp.com on your behalf. Please use the Public Notice template attached and send a copy to Regulatory Services via email to corporateservices@nlliquor.com prior to posting on your location.

Please note that notices are valid for six months from the date of the last posting. If the six month period lapses, the applicant may be required to re-post.



PUBLIC NOTICE

AT	
IN THE PROVINCIAL DISTRICT OF $\ \ .$	
IS APPLYING FOR A	
	to sell spirits, beers, and wines on premise

Resident and community feedback is an important part of the application process.

If you have any concerns, or object to this application, please send an email to: licenseconcerns@nlliquor.com by 4:30 p.m. on:

- * A copy of the feedback may be provided to the licence applicant.
- ** Please contact your municipality if you have questions or concerns about zoning bylaws and requirements.



☐ APPLICATION FOR LIQUOR ESTABLISHMENT LICENCE☐ APPLICATION FOR TRANSFER OF EXISTING LICENCE

☐ Aiı	Airport Establishment 🔲 Club 🔲 Hotel 🔲 Institution 🔲 Lo	unge 🚨 Military Mess	□ Recreational Facility						
□ Re	Restaurant 🔲 Restaurant/Lounge 🔲 Tour Boat 🔲 Transporta	tion Service							
*Plea	ease note:								
An application fee of \$200 must accompany this completed form. All licences are subject to an Annual Licensing Fee. For more details, please see the Licence Fee Schedule. If applying for transfer of licence, please include the name under which Licence was last issued:									
								Licence No	o:
						Addr	Address:		
		Phone:							
PΔR	IRT ONE								
	DE COMPLETED BY ALL ARRUGANTS								
1.	Do you require a catering licence? ☐ Yes ☐ No								
2.	Applicant Information:								
	Name:								
	Name:Surname	Given Names							
	Address:								
	Phone: Mobile:	Fax:							
	Email:								
3.	Establishment Information:								
	(a) Business name of establishment:								
	(b) Physical Address of Establishment (please complete ALL FIELDS)								
	Address:								
	City/Town:								
	Postal Code:								
	(c) <u>Mailing</u> Address of Establishment (if different from above)								
	Address:								
	City/Town:								
	Postal Code:								



(b) If a partnership, state separately each partner's investment and proportion of profit distribution:				
Name	Investment	% Profit-sharing ratio		
(c) If a corporation, give:				
Name				
Date of Incorporation				
Public or Private Company				
Provincial or Federal Charter				
	Mailing Address (includ	ing Postal Code)		
Name	Mailing Address (includ	ing Postal Code)		
		ing Postal Code)		
State whether applicant will occupy but		in Canada or elsewhere either as an indi		
State whether applicant will occupy but	cence for the sale of spirits, beers or wines er, director or shareholder of a Corporation	in Canada or elsewhere either as an indi		



PART TWO

TO BE COMPLETED BY APPLICANTS APPLYING FOR AN INSTITUTION LICENCE OR MILITARY LICENCE

1.	Name of institution, Club, Branch, Lodge, Division or mess				
2.	Incorporated or chartered Date				
3.	Please provide separate list of executive including names, titles, addresses and telephone numbers.				
4.	State date on which institution or club commenced active operation				
PART THREE					
TO BE COMPLETED BY APPLICANTS APPLYING FOR A TRANSPORATION SERVICE LICENCE					
1.	Name and address of Company or Organization:				

Completed applications may be submitted via email, fax or mail:

Email: corporateservices@nlliquor.com

Fax: 709-753-8625

NEWFOUNDLAND LABRADOR LIQUOR CORPORATION P.O. Box 8750, STN. A St. John's, NL A1B 3V1

Attention: Regulatory Services



Date

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 <i>Liquor Control Act</i> and/or the <i>Liquor Corporation Act</i> ?			
□ 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 licence.			

Signature of Applicant