

Institution Licences – Guidelines and Application

An Institution licence may be issued to a corporate body or organization instituted and organized for an educational, medical or similar purpose and includes the designated premises used for any of those purposes.

If you are interested in obtaining an Institution 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 a 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	
• 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 and 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 document that verifies ownership and/or legal possession of the establishment (e.g., Property Tax Bill)	
• Verification of posting of three 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 (<i>see Government Modernization and Service Delivery section below</i>)	
• 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 for 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.nliquorcorp.com on your behalf. Please use the Public Notice template attached and send a copy to Regulatory Services via email to corporateservices@nliquor.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.

LIQUOR LICENCE APPLICATION

PUBLIC NOTICE

OPERATING AS

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@nliquor.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

☐ Airport Establishment ☐ Club ☐ Hotel ☐ Institution ☐ Lounge ☐ Military Mess ☐ Recreational Facility
☐ Restaurant ☐ Restaurant/Lounge ☐ Tour Boat ☐ Transportation Service

***Please 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: _____

Address: _____

_____ Phone: _____

PART ONE**TO BE COMPLETED BY ALL APPLICANTS**

1. Do you require a catering licence? ☐ Yes ☐ No

2. Applicant Information:

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

Address: _____

City/Town: _____

Postal Code: _____

4. Is applicant sole owner? ☐ Yes ☐ No

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

(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 _____

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

Name	Mailing Address (including Postal Code)

State whether applicant will occupy building as owner or tenant

5. Has the applicant ever applied for a licence for the sale of spirits, beers or wines in Canada or elsewhere either as an individual, a member of a partnership, or an officer, director or shareholder of a Corporation?

6. Is the establishment to be managed by the applicant? ☐ Yes ☐ No
If "No", by whom?

Name in Full	Address	Age

7. Will the establishment be operated throughout the year or only seasonally?

_____ If seasonally, period of operation: _____

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 TRANSPORTATION SERVICE LICENCE**

1. Name and address of Company or Organization:

 2. Indicate type of transport for which this application is being made:

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

Email: corporateservices@nliquor.com

Fax: 709-753-8625

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

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 licence.

Date

Signature of Applicant