NEWFOUNDLAND
LABRADOR
LIQUOR CORPORATION

Manufacturer's Retail Licences – Guidelines and Application

If you are interested in obtaining a Manufacturer's Retail 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 Manufacturer's Retail 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	
• 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 (e.g., storage)	
• 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)	
• If incorporated, please provide Notice of Directors form, *The Corporations Act* (Form 6)	
• Once all information is collected, a pre-licensing inspection will be conducted	

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APPLICATION FOR MANUFACTURER'S RETAIL LICENCE

***Please note:**

An application fee of $125 must accompany this completed form.

All licences are subject to an Annual Licensing Fee. For more details please see the Licence Fee Schedule.

PART 1

FOR INDIVIDUAL ONLY

NAME OF APPLICANT IN FULL

SURNAME _____ FULL GIVEN NAME _____

HOME MAILING ADDRESS (PLEASE INCLUDE POSTAL CODE) _____ BUSINESS MAILING ADDRESS (PLEASE INCLUDE POSTAL CODE) _____

TELEPHONE NUMBER _____ FAX NUMBER _____ EMAIL ADDRESS _____

FOR CORPORATION

(Please provide a certified copy of *The Corporations Act*, Notice of Directors, Form 6 from Registry of Companies)

NAME OF COMPANY _____ CONTACT PERSON _____

ADDRESS _____ CITY/TOWN _____ POSTAL CODE _____

TELEPHONE NUMBER _____ FAX NUMBER _____ EMAIL ADDRESS _____

FOR PARTNERSHIP (registered under the Partnership Act or Limited Partnership Act)

PARTNER NAME	ADDRESS	PHONE NUMBER

PRIVACY NOTICE The above information is collected under the authority of section 61(c) of the *Access to Information and Protection of Privacy (ATIPP) Act, 2015*. The information is collected for the purpose of administration and determining eligibility for the issuance of a licence. Personal information collected by NLC is protected under the *ATIPP Act*. If you have any questions about the collection or use of this information, please contact NLC's ATIPP Coordinator at (709) 724-1159.

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PART 2 - LOCATION OF PREMISES FROM WHICH BUSINESS IS TO BE OPERATED

IS THERE A CURRENT LICENCE IN PLACE? ❑ Yes ❑ No If yes, please state licence number:
BUSINESS NAME OF ESTABLISHMENT:
PLEASE GIVE COMPLETE CIVIC ADDRESS (STREET # OR RR#). IF NO STREET ADDRESS, PLEASE DESCRIBE LOCATION TO NEAREST COMMUNITY**:**
WILL APPLICANT OCCUPY BUILDING AS TENANT OR OWNER**?**

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

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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

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