

Transfer of Club Licences – Guidelines and Application

A club licence may be issued to a corporation, society or association of persons organized or carried on for purposes of a social, fraternal, athletic nature or as a military mess, but not for monetary gain, and includes the premises occupied or used for that purpose.

If you are interested in transferring a Club 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 Transfer of Existing Liquor Establishment licence (see attached)	
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 document that verifies ownership and/or legal possession of the establishment (e.g., Property Tax Bill)	
A letter from the current licensee agreeing to transfer the licence	
A letter from the current licensee permitting you to operate on their licence until your license has been approved	
If incorporated, please provide Notice of Directors form, <i>The Corporations Act</i> (Form 6)	
Written approval from Buildings Accessibility and Fire & Life Safety (this is only required if renovations have been completed, please advise; see <i>Government Modernization and Service Delivery</i> 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.	

NOTICE TO APPLICANTS FOR TRANSFER OF LIQUOR ESTABLISHMENT LICENCE

Section 28 *Liquor Licensing Regulations*

“An application for the approval of the Board for a transfer of a licence shall be forwarded to the Board at least 30 days before the date proposed for the transfer.”

Please note that upon receipt of application, all required documentation is to be forwarded to the Newfoundland Labrador Liquor Corporation within 30 days. Applicants failing to comply will not be in a legal position to operate.



☐ 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
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(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)
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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
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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:

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

Email: corporateservices@nliquor.com

Fax: 709-753-8625

NEWFOUNDLAND LABRADOR LIQUOR CORPORATION
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Attention: Regulatory Services