

Approval to Alter or Renovate Licensed Premises (including Patios and Outside Areas)

If you are altering or renovating 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.*

Newfoundland Labrador Liquor Corporation (NLC) Requirements	✓
• Completed application for Approval to Alter or Renovate Licensed Premises (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 footprint and including dimensions of clearly identified areas	
• Written approval from Buildings Accessibility and Fire & Life Safety (if applicable) (see <i>Government Modernization and Service Delivery</i> section below)	
• Lease or purchase agreement that validates control of the proposed area (if applicable)	
• Once all information is collected, an inspection may be conducted prior to a final decision on your application	
Other Agency Requirements	
Government Modernization and Service Delivery	
The proposed changes may need approvals from Buildings Accessibility and Fire and Life Safety. For more information, please call (709) 729-1038.	

Applications for the use of outdoor patios or areas from licensees who are presently the holders of existing **licensed establishments**, or from applicants for such licences will be considered by NLC based on the following **guidelines**:

- (1) The patio or proposed area should be located adjoining the existing licensed establishment. If it is not adjoined ('detached'), proof of possession of the outside area is required to ensure that the licensee has control of the location. If there is separation, only employees are permitted to transport alcohol between the licensed areas.
- (2) A clearly defined boundary, using permanent or portable barriers such as ropes, railings, planters or similar items, shall surround the patio or outside area. All materials used in the construction of the patio or boundary shall conform to the Fire Prevention, Life Safety, and Building Codes. In cases where licensed establishments are adjacent, there must be at least a 7 foot buffer between their approved outside licensed areas.
- (3) **All regulations and conditions governing the main licence will apply in respect to the operation of the approved patio or outside area. If the licensed area is age restricted, it must be supervised.**

- (4) Sufficient lighting shall be installed to allow for nighttime operation.
- (5) The type of containers used in the serving of beverages on the patio or balcony is at the discretion of the licensee. However, for safety purposes, it is recommended that plastic containers be used.
- (6) Notwithstanding these guidelines, each application will be considered on its own merit, and if deemed necessary by the Board, further specific restrictions may be imposed having regard to safety and/or neighborhood impact.

**APPLICATION FOR
APPROVAL TO ALTER OR RENOVATE LICENSED PREMISES**

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

1. Name of Licensee: _____

Licence #: _____

Street Address: _____

City/Town/Community: _____ Postal Code: _____

2. Purpose of alterations or renovations

3. One set of floor plans, drawn to scale on paper no larger than 8.5" x 14", outlining the proposed licensed footprint and including dimensions of clearly identified areas, must accompany the application.

Signature of Applicant

Date

Fee Payment:

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

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

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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