

Institution Licenses – Guidelines and Application

Institution: 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 license 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) License Requirements	
• Completed application for a Liquor Establishment license (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	
• Copies of three newspaper advertisements	
• 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 Service NL section below</i>)	
• Once all information is collected, a pre-licensing inspection will be conducted	
Other Agency Requirements	
Service NL	
The proposed establishment will need approvals for Buildings Accessibility and Fire and Life Safety. For more information, please visit www.servicenl.gov.nl.ca/licenses/building/index.html or call (709) 729-1038.	

ADVERTISING REQUIREMENT

In keeping with Section 34 of the *Liquor Control Act*, an advertising requirement must be fulfilled when an application is being made for a liquor establishment license:

Newspaper advertisements measuring at least 2" x 3" must appear in a local newspaper once a week for three consecutive weeks. Copies of the newspaper advertisements, along with the name of the newspaper and insertion dates, must be submitted with the application.

All newspaper advertisements must use the following wording:

Public Notice	
<Insert name of Company>	
OPERATING AS	<Insert name of Establishment>
AT	<Insert Street Address, City or Town or Exact Location>
IN THE PROVINCIAL DISTRICT OF	<Insert Name of Provincial District>
IS APPLYING FOR A	Choose an item. 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 forward an email to licenseconcerns@nliquor.com by 4:30 p.m. on _____.	
<insert date 3 weeks from date of initial publication>	

Public notices measuring 8.5" x 11" must be posted in three conspicuous places within the specified Municipality or Electoral District (e.g., public bulletin boards, retail outlets, restaurants), in proximity to the proposed site, for three consecutive weeks. After the expiration of the three weeks, officials of the premises on which the notices were posted must sign the back of the notices as verification of posting.

Please use the Public Notice template attached for the applicable locations. NLC will also post the notice on its website at www.nliquorcorp.com on your behalf. Therefore, it is important to advise Regulatory Services when your notices begin (date).

Please note that advertisements are valid for six months from the date of the last publication. If the six month period lapses, the applicant is required to re-advertise.

LIQUOR LICENSE APPLICATION

PUBLIC NOTICE

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AT
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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 license applicant.

** Please contact your municipality if you have questions or concerns about zoning bylaws and requirements.

APPLICATION FOR LIQUOR ESTABLISHMENT LICENSE

APPLICATION FOR TRANSFER OF EXISTING LICENSE

- Airport Establishment
 Club
 Hotel / Motel
 Institution
 Lounge
 Military Mess
 Recreational Facility
 Restaurant
 Restaurant/Lounge
 Tour Boat
 Tourist Home
 Transportation Service

***Please note:**

An application fee of \$200 must accompany this completed form.

All licenses are subject to an Annual Licensing Fee. For more details, please see the License Fee Schedule.

If applying for **transfer** of license, name under which License was last issued:

License No: _____

Address: _____

Phone: _____

PART ONE

TO BE COMPLETED BY ALL APPLICANTS

1. Do you require a catering license? 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 license 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 LICENSE OR MILITARY LICENSE

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 LICENSE

1. Name and address of Company or Organization:

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

PART FOUR

TO BE COMPLETED BY ALL APPLICANTS

I, _____, of _____

do solemnly declare that:

- I have knowledge of the matters herein deposed to;
- all information set forth in the attached application to the Newfoundland Labrador Liquor Corporation is true and correct in substance and in fact; and
- I made this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

DATE

SIGNATURE OF APPLICANT

Please send completed application to:

NEWFOUNDLAND LABRADOR LIQUOR CORPORATION

P.O. Box 8750, Stn. A

St. John's, NL A1B 3V1

Attention: Regulatory Services

Telephone: (709) 724-1159

Fax: (709) 753-8625

Email: corporateservices@nliquor.com

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 license.

Date

Signature of Applicant