NEWFOUNDLAND
LABRADOR
LIQUOR CORPORATION

Dear Applicant:

Enclosed is an application for a new **Institution License**; please complete all items.

In addition to a completed application, we also require the following documentation:

(1) Written approval from the Provincial Fire Commissioner's Office, St. John's Regional Fire Department or the City of Corner Brook Fire Department;

(2) Written municipal approval

(3) Copies of three newspaper advertisements;

(4) Verification of posting of three public notices;

(5) One set of original floor plans, drawn to scale, outlining the areas that will be used for the sale of liquor;

(6) Written approval from Building Accessibility and Fire & Life Safety; and

(7) If incorporated, please provide a current certified or a current stamped copy of the Corporations Act, Form 6, Notice of Directors.

(8) Personal data sheets for all shareholders and/or directors (if applicable).

Once all documentation is received, a final inspection will be carried out by the Newfoundland Labrador Liquor Corporation.

If you require additional information, you may contact this office at 724-2238 or 724-2239.

Enclosures

NEWFOUNDLAND
LABRADOR
LIQUOR CORPORATION

ADVERTISING REQUIREMENT

IN KEEPING WITH SECTION 34 OF THE ACT, THE ADVERTISEMENT MUST BE IN THE FOLLOWING FORMAT:

PUBLIC NOTICE

"THREE WEEKS FROM (DATE OF INITIAL PUBLICATION), APPLICATION WILL BE MADE TO THE NEWFOUNDLAND LABRADOR LIQUOR CORPORATION FOR A (TYPE OF LICENSE) LICENSE TO SELL SPIRITS, BEERS AND WINES AT (SHOW STREET ADDRESS OR DESCRIBE EXACT LOCATION) IN THE COMMUNITY OF _____ IN THE PROVINCIAL DISTRICT OF _____.

_____
NAME OF APPLICANT

IF YOU HAVE ANY CONCERNS REGARDING THIS APPLICATION PLEASE FORWARD AN E-MAIL TO CORPORATESERVICES@NLLIQUOR.COM.

THE LOCATION OF THE PROPOSED OR EXISTING PREMISES MUST BE CLEARLY STATED IN THE ADVERTISEMENT. I.E. THE EXACT STREET ADDRESS, DISTRICT AND APPLICANT NAME. THE AD MUST ALSO CONTAIN THE DATE OF EACH INSERTION. THE NEWSPAPER NOTICES MUST RUN ONCE A WEEK FOR THREE CONSECUTIVE WEEKS AND COPIES OF THE ADS MUST BE SUBMITTED WITH THE APPLICATION. THE SIZE OF THE NEWSPAPER AD SHALL MEASURE AT LEAST 3" X 5".

NOTICES OF INTENT TO APPLY USING THE ABOVE FORMAT MUST ALSO BE POSTED IN CONSPICIOUS PLACES IN THE COMMUNITY ON PAPER OR CARDBOARD (MINIMUM SIZE 8 ½" BY 11") IN BOLD PRINT FOR THREE CONSECUTIVE WEEKS. VERIFICATIONS **(THREE)** SIGNED BY THE INDIVIDUALS ON WHOSE PREMISES NOTICES WERE POSTED, MUST ACCOMPANY THE APPLICATION.

IT IS IMPORTANT THAT THESE REQUIREMENTS ARE ADHERED TO AND ANY APPLICATIONS NOT HAVING THE ABOVE MATERIAL ENCLOSED WILL NOT BE CONSIDERED UNTIL ALL REQUIRED DOCUMENATION IS RECEIVED.

***PLEASE NOTE THAT NEWSPAPER ADS ARE ACCEPTABLE WITHIN SIX MONTHS OF THE LAST PUBLICATION. APPLICANTS WITH ADS OLDER THAN THIS PERIOD WILL BE REQUIRED TO RE-ADVERTISE.**

NEWFOUNDLAND
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( ) APPLICATION FOR LIQUOR ESTABLISHMENT LICENSE
( ) APPLICATION FOR TRANSFER OF EXISTING LICENSE

( ) Hotel ( ) Motel ( ) Tourist Home ( ) Lounge ( ) Restaurant ( ) Tour Boat ( ) Institution ( ) Club – Civilian or Military
( ) Recreational Facility ( ) Transportation Service ( ) Restaurant/Lounge ( ) Airport Establishment

If applying for transfer of license, name under which License was last issued:
_____License No. _____
Address _____
_____ Telephone No. _____

PART ONE

TO BE COMPLETED BY APPLICANTS APPLYING FOR HOTEL/MOTEL, TOURIST HOME, LOUNGE, RESTAURANT, TOUR BOAT, RECREATIONAL FACILITY, RESTAURANT/LOUNGE, AND AIRPORT ESABLISHMENT OR TRANSFER OF SAME TYPE.

1. Do you require a catering license? ( ) Yes ( ) No

2. Name of Applicant in Full:
   Mr. ( ) Ms. ( ) _____
   (Surname) (Given Names)
   Address _____
   Email address _____Telephone No. ___ _____ Facsimile No. _____

3. (a) Business name of establishment:
   _____

   (b) Location of Establishment (please provide street address and municipality)
   _____

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& Directors **(If more than four, please provide separate list)**

Name	Address

5. State whether applicant will occupy building as owner or tenant
   _____

6. 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?

_____

_____

7. Is the establishment to be managed by the applicant? ( ) Yes ( ) No
If "No", by whom?

_____
Name in Full Address Age

8. 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 AND CLUB LICENSE (CIVILIAN OR MILITARY)

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 TRANSPORATION SERVICES

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

(a) I have knowledge of the matters herein deposed to; and

(b) all information set forth in the attached application to the Newfoundland and 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: 724-2238/2239 Facsimile: 753-8625

NEWFOUNDLAND LABRADOR LIQUOR CORPORATION

Telephone: (709) 724-2238
(709) 724-2239
Facsimile: (709) 753-8625

PERSONAL DATA SHEET

NAME OF ESTABLISHMENT FOR WHICH THIS REPORT IS SUBMITTED	
LOCATION	
NAME SURNAME	GIVEN NAME (S)
ADDRESS	
	TELEPHONE NUMBER
IF MARRIED WOMAN, GIVE MAIDEN NAME	
DATE OF BIRTH / PLACE OF BIRTH	SEX ☐ MALE ☐ FEMALE
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 AND/OR THE LIQUOR CORPORATION ACTS?

☐ YES ☐ NO IF YES, PLEASE GIVE DETAILS _____

_____

_____

HAVE YOU ANY PAST OR PRESENT INTEREST, DIRECT OR INDIRECT, IN ANY BUSINESS WHERE ALCOHOLIC BEVERAGES ARE SOLD OR DISTRIBUTED?

☐ YES ☐ NO IF YES PLEASE GIVE DETAILS _____

_____

_____

HAVE YOU EVER BEEN CONVICTED OF ANY OFFENCE (OTHER THEN MINOR TRAFFIC OFFENCES) DURING THE PAST 3 YEARS? IF THE ANSWER IS "YES", GIVE DETAILS OF EACH CONVICTION.

DATE	PLACE	CHARGE	DISPOSITION

THE ROYAL CANADIAN MOUNTED POLICE, THE ROYAL NEWFOUNDLAND CONSTABULARY OR ANY OTHER LAW ENFORCEMENT AGENCY IS HEREBY AUTHORIZED TO SUPPLY THE NEWFOUNDLAND LIQUOR CORPORATION WITH ANY INFORMATION WHICH THE BOARD CONSIDERS PERTINENT TO MY APPLICATION FOR A LIQUOR LICENSE.

_____ DATE

_____ SIGNATURE OF APPLICANT