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## Working with NWT Licence & Permit Holders

“Within the Northwest Territories, there are 3 distinct regulatory agencies, which deal with liquor matters. They are the Liquor Commission, Liquor Enforcement and the Liquor Licensing Board. The **Liquor Commission** determines what liquor may be sold in the NWT, oversees the retail sales of liquor and supplies liquor to Licence Holders. **Liquor Enforcement** investigates for compliance of the liquor laws in the Territories. Liquor Inspectors have the authority to

enter licensed and permitted premises to conduct inspections. Should violations be observed, several possible enforcement actions may be taken from assisting a Licence Holder make corrections, to prosecuting the alleged violation before the Board. The **Liquor Licensing Board** issues liquor licenses and permits. It can set the terms and conditions of a license/permit. The Board also conducts compliance hearings when Liquor Enforcement chooses to seek a noncompliance

penalty for an alleged violation.

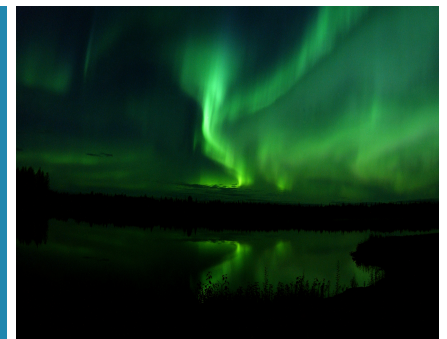
Each of the three agencies is established by the *Liquor Act* and is independent from each other.

I encourage you to become familiar with the responsibilities of each agency and how your business or organization is impacted.”

**Colin Baile**  
Chairperson  
Liquor Licensing Board

### Inside This issue:

**Website** - [Links to Board online forms and documents](#)  
**Banquet Rooms** - [Information about using your Banquet Room Extension](#)  
**Holiday Info** - [Be prepared for your upcoming Christmas Events](#)  
**Signs of Intoxication** - [Important information to know](#)  
**Licence Renewals** - [Many licences are up for renewal soon!](#)  
**Gambling** - [What you need to know](#)  
**Special Purpose Permits** - [Change to \*Liquor Regulations\*](#)



## Website

### Online Forms

For your convenience, all Board forms and documents can be downloaded from our [website](#).

[Banquet Room Notification & Acknowledgement](#)

[Application for a Licence Extension](#)

[Application for Minors in a Licensed Premises](#)

[Application for Renewal of a Liquor Licence](#)

[Application for Liquor Licence](#)

[Application for Special Occasion Permit](#)

[Licence Holder Handbooks](#)

[Liquor Fee Event Application](#)



**We also have other information to help you with your Licence or Permit.**



## Banquet Rooms

We have received questions from you about Banquet Room Extensions. This information may help.

"Banquet Room" means a room or area, which is primarily used for social or business functions booked in advance.

A Banquet Room Extension is issued by the Board as part of a licence and allows a Licence Holder to sell and serve liquor during an Event held in the banquet room.

In order for a Licence Holder to sell/serve liquor in a banquet room, the Board must be notified at least 5 days in

advance. Complete the [Banquet Room Notification & Acknowledgement](#) form and send to the Board.

The operating hours for a Banquet Room Extension are the hours specified in the Notification to the Board and must be within the Licence Holder's approved hours.

If Minors are expected to attend the Event, the Licence Holder must include an [Application for Minors in a Licensed Premises](#) form.

For Class B Licence Holders with an approved BYOW extension, it may be used in a Banquet Room under your Banquet Room Extension.



# Holiday Info

**The Board office will be closed during the Christmas Holiday Season from December 22nd, 2016 to January 2nd, 2017, inclusive.**

Licence Holders are encouraged to send Board Applications and requests for any upcoming Holiday Events in advance of these dates for adequate Application processing time to ensure there are no delays in your liquor services.

No holder of a Class A (liquor primary- Bar) is allowed to sell, serve, or allow the consumption of liquor on Christmas Day.

The exception is where a municipality has made a bylaw about Licensed Premises operating hours. The City of Yellowknife passed such a bylaw allowing Class A licensed premises to operate on Christmas Day.

**The Liquor Regulations allow for an extension of operating hours on New Years day from 2 am to 3 am**



## Signs of Intoxication

**IF YOU OBSERVE SIGNS OF INTOXICATION, YOU SHOULD ADJUST OR STOP YOUR SERVICE!**

### Impaired Reactions

Slurred speech  
Eyes are bloodshot  
Sweating for no reason  
Slow reaction time

### Loss of Coordination

Staggering or stumbling  
Support required to stand up  
Spilling drinks  
Unable to sit upright

### Loss of Inhibitions

Annoying other patrons  
Use of foul language  
Loud speech, Bravado  
Drinking alone

### Impaired Judgment

Irrational statements  
Argumentative, belligerent  
Ordering doubles  
Complains about strength of drink

**No licence holder shall serve a patron an amount of liquor that can reasonably be expected to render the patron intoxicated.**



## Licence Renewal Season

An *Application for a Renewal of a Liquor Licence* will be sent to all NWT Licence Holders via email in January 2017. You may view and download the Renewal Application Form from the Board's website [here](#).

Liquor Licences are issued for either one or two years. Presently, all licences expire on March 31<sup>st</sup> 2017 or March 31<sup>st</sup> 2018. **Please check your licence for its expiry date to ensure there are no delays in your liquor services.**

## Gambling

**No gambling may occur in a licensed premises, unless allowed and conducted in accordance with the *Lotteries Act*.**

A holder of a Special Occasion Permit may allow raffle tickets to be sold or a draw for a raffle to be held at the Event if:

- A lottery licence is issued in respect of the raffle, and
- The sale, draw or prize is not otherwise prohibited under the *Lotteries Act*.

If you are planning a Liquor Free Event where gambling will occur during the Event, a copy of the Lottery Licence must be submitted with the request.

### We want to hear from you!!

Do you have any ideas or suggestions for future newsletters?

Drop us an email at [LLBinfo@gov.nt.ca](mailto:LLBinfo@gov.nt.ca) with the subject line 'What I think' and let us know.

Please contact **Liquor Enforcement** at (867) 874-8718 for information regarding the following:

- Free Alcohol Servers Training Courses
- Premises inspections
- Community Alcohol Prohibitions
- Liquor Plebiscites
- Filing of complaints of liquor services within the NWT
- General inquires about Liquor Enforcement

## Special Purpose Permits

There has been a recent change to the *Liquor Regulations* for Special Purpose Permits.

**To be eligible for a special purpose permit, an applicant must be:**

- a medical practitioner, dentist, nurse practitioner, registered midwife or veterinarian
- a person requiring liquor for a legitimate scientific or research purpose
- a person in charge of a facility that provides health services pursuant to the *Hospital Insurance and Health and Social Services Administration Act* or a person in charge of a nursing home



### **Important Reminder - Applying for a Special Occasion Permit:**

Are you planning on serving liquor at your Christmas Events? A Special Occasion Permit may be required. Please contact your nearest liquor store to apply, in some cases 45 days in advance of your Event.

**Before you apply you will need an Occupancy Load Certificate from the Fire Marshal's office.**

This newsletter is intended to provide general information only about liquor topics and should not be considered as a legal interpretation. Please refer to the [Liquor Act](#) and [Liquor Regulations](#) for the law.