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For server training, call (867) 874-8719

Working with NWT Licence & Permit Holders

The Liquor Licensing Board office in Hay River is very busy now processing licence renewal applications. Please check your licence: if it expires March 31, 2019 you should complete the necessary paperwork soon to ensure that you have not overlooked any legal requirements. If you submit your paperwork close to the deadline and items are missing your licence may not be renewed on time, which will disrupt your business. This year you also have to submit proof that your on-site manager and servers have taken the NWT Alcohol Server training within the last 24 months – please see this newsletter for guidance on fulfilling this requirement and for the list of upcoming training sessions offered by Liquor Enforcement. If for some reason it is impossible for your staff to take the training when offered, you must contact Liquor Enforcement directly to arrange training for your staff.

In recent months we have noticed a trend of applicants submitting their completed applications for premises licences literally days before they hope to open in either an

existing premise or a new premise. This is clearly very risky for the applicant as it is not always possible for the Board to meet to consider the application in such a short timeframe. The Board does meet by teleconference, but it has to have quorum and Board members are drawn from across the NWT and have other commitments. If you are running a bar or restaurant a liquor licence is clearly critical to your operations, and we urge you to make your licence application a priority and submit it early to avoid “surprises”. We would also highlight the legal requirements of the *Liquor Act* relating to public notice of licence applications. The *Liquor Act* and *Liquor Regulations* require that public notice be given when an application for a liquor licence is made, even if it relates to the transfer of an existing liquor licence from one business to another. Most transfer applications or applications for premises that have had liquor licences before are granted an exemption from the public notice requirement, but that exemption is not guaranteed. The majority of new applications for premises that have never previously had a liquor licence will require public notice, which means that the application cannot be considered for at least 30 days after its receipt at the Board office. Please keep in mind that if you want an exemption from the public notice requirement your application must be accompanied by a written request

justifying the exemption.

And to further pursue the topic of timing, organizations involved in annual events requiring a special occasion permit should plan their applications early. There are firm conditions relating to your application, including completion of alcohol server training, and there are time limits imposed – please see the August newsletter for the specific timelines. <https://www.fin.gov.nt.ca/en/services/nwt-liquor-licensing-board/database/liquor-licensing-board-e-newsletter-august-2018-issue> Your group may have been planning this event for months, or longer, so it is just common sense to put your special occasion permit application in early to allow for the dreaded “contingencies”. For a large event (more than 500 people expected to attend) you should have your application in two months in advance.

To avoid frustration and possible disappointment, brief yourself on the requirements and contact the LLB office in Hay River. But the most important takeaway is to apply early to allow yourself time to submit anything you missed – or misunderstood.

Sandra Aitken
Chairperson



What is Public Notice of an Application?

The *Liquor Act* and *Liquor Regulations* require that public notice be given when an application for a liquor licence is made, even if it is for the transfer of an existing liquor licence from one business to another. Most transfer applications or applications for premises that have had liquor licences before are granted an exemption from the public notice requirement, but that exemption is not guaranteed. The majority of new applications for premises that have never had a liquor licence before will need to do the public notices, which means that in effect the application cannot be considered for at least 30 days after the application is received in the Board office.

Please keep in mind that if you would like an exemption from the public notice you must include a written request for it, with reasons for the exemption, with your application.

For more information about public notices of application, see our [Frequently Asked Questions](https://www.fin.gov.nt.ca/sites/fin/files/10-decisions/10_faqs_-_december_2018_-_website_secure_3_0.pdf) at the following link: https://www.fin.gov.nt.ca/sites/fin/files/10-decisions/10_faqs_-_december_2018_-_website_secure_3_0.pdf





Activities

The Board is currently updating its forms & documents. The future changes will be made focusing on plain language and clarity to help applicants understand technical requirements.

The Board is working with the Department of Finance to create an easier user friendly online experience for finding the correct Board forms & documents you need.

The Board continues to maintain transparency through its online LLB database providing up to date information to the public.

We want to hear from you!!!!

Email LLBinfo@gov.nt.ca if you have any ideas for future newsletters.



Board Updates

***New* Liquor Forms & Documents:**

Please see the following links to access the Board's new liquor forms & documents:

Backgrounder

https://www.fin.gov.nt.ca/sites/fin/files/llb-decisions/llb_backgrounder_-_december_2018_website_secure_0.pdf

Frequently Asked Questions

https://www.fin.gov.nt.ca/sites/fin/files/llb-decisions/llb_fags_-_december_2018_-_website_secure_3_0.pdf

Application for the Renewal of a Licence

https://www.fin.gov.nt.ca/sites/fin/files/resources/nwtllb_renewal_form_application-fillable.pdf



What is the difference between a liquor licence and a special occasion permit?

A special occasion permit is for a one-time event, such as a wedding reception, community dance, beer garden or birthday party.

To apply for a Permit:

<https://www.fin.gov.nt.ca/en/services/special-occasion-permits>

A liquor licence is valid for one or two years, and is for bars, restaurants, curling clubs, Legion branches, and golf clubs.

To apply for a Licence:

<https://www.fin.gov.nt.ca/en/services/apply-nwt-liquor-licence>



Meetings

The Board meets via teleconference as required but the next "in person" Administrative Board Meeting is set for May 14th & 15th, 2019 in Hay River.

Public Hearings

The Board conducted a Public Hearing on January 7th in Yellowknife to hear a new application.

A public notice was performed to acknowledge the interest that neighbouring businesses and residents may have in making representations to the Board prior to the issuance of a new liquor licence in the area and gives them a fair opportunity to do so.

Board Decision: **APPROVED**

Board Decisions can be viewed on the LLB Database.



Licence Renewals

Renewal time has arrived - please check your licence as it may expire on March 31, 2019. If it does, please send your completed renewal application to LLBinfo@gov.nt.ca as soon as you can, to ensure your application is processed in time.

The Board recently learned that some of our licence holders have not taken server training in the NWT – they may have taken it in other provinces or territories, but as each province/territory has its own liquor legislation, it is very important that on site managers and servers take the NWT Alcohol Server Training Course through Liquor Enforcement.

In order to renew your licence you will have to provide proof that your on site manager and servers have taken the NWT Alcohol Server training within the last 24 months.

When you or your employees took the training you should have received a certificate of completion from Liquor Enforcement; the Board will require copies of those certificates with your renewal application. If you don't have that certificate you will need to contact Liquor Enforcement at (867) 874-8719 to obtain another copy, or you have to take the training. As this is a new condition the Board is giving everyone ample time to take the NWT specific training (if not done already). If you have not provided proof of the training by the March 31 deadline (again by copies of the certificates) and if everything else is in order, your licence will be renewed till June 30, 2019. If you have not provided the certificates by June 30, 2019 your licence will expire on July 1st.

The deadline for renewals is March 31st, it is clearly in your best interests to get your paperwork in today to ensure no disruption to your business. Often licence holders forget to include information or documents that could delay their application – so to ensure no delays - have your renewal application submitted today - so there is time to deal with any issues that may arise. For instance, if there have been changes to your occupancy load (we require a copy of the new certificate), or if your company has a new Director or a new on site manager, we will require a criminal record check, and for the on site manager we will also require a copy of their employee agreement. There could be other changes from your initial application – the legislation requires you to advise the Board of any changes so that all information is current, and this is an area that has caused delays in the past.

To be very clear, this means if there are any changes to any of the information you had sent to the Board to get your Licence, you will need to report and show us those changes.

Do not wait until licence renewal to report your changes.



**It is
YOUR RESPONSIBILITY
to renew your
liquor licence!**

QUICK LINKS:

**Liquor Licence
Renewal Application Form
(Class A, B, C, and D):**

[https://www.fin.gov.nt.ca/en/
resources/liquor-licensing-board-
license-renewal-application](https://www.fin.gov.nt.ca/en/resources/liquor-licensing-board-license-renewal-application)

**Manufacturing Licence Renewal
Form (includes Manufacturer's
Retail Outlet Licence):**

[https://www.fin.gov.nt.ca/en/
resources/liquor-licensing-board-
manufacturing-licence-renewal](https://www.fin.gov.nt.ca/en/resources/liquor-licensing-board-manufacturing-licence-renewal)

**Special Purpose Permit Renewal
Form (no payment required):**

[https://www.fin.gov.nt.ca/en/
resources/special-purpose-permit-
application](https://www.fin.gov.nt.ca/en/resources/special-purpose-permit-application)



Upcoming Events: Information and Reminders for Licence and Permit Holders



Valentine's Day Events

Are you planning a Valentine's Day event? Do you require a special occasion permit? Minors? Banquet room notification? Liquor free event? Contact us at LLBinfo@gov.nt.ca or visit the Board's website for more information to ensure any regulatory filing times are met. Apply now.

St. Patrick's Day Events

The holder of a Class A (liquor-primary) licence or a service club that holds a Class D (liquor-incidental) licence shall file written notice to the Board at least 14 days in advance before operating on one of the Sundays allowed. Please note this notice is not required for Class A licensed premises in Yellowknife.



Annual NWT festivals - over 500 persons
(such as FOTR, Hay Days, NWT Pride)

Apply for your permit now! Do not wait until the 45 days in advance deadline. Applicants and/or permit holders will be required to submit confirmation (copies of training certificates) to the Board that all supervisors have taken liquor server training (in the NWT) no later than 10 days in advance of your Event. **Prepare and apply now.**

Liquor Enforcement provided the Board with the following liquor server training sessions:

Fort Providence: February 11th, 2019
 Fort Smith: June 2nd, 2019
 Fort Simpson: April 26th to 29th, 2019
 Norman Wells: May 10th to 13th, 2019
 Inuvik: June 7th to 10th, 2019
 Yellowknife: March 3rd, May 12th, and June 16th, 2019
 Hay River: March 10th, 2019

To register for an upcoming training session in your community or for questions about alcohol server training: please contact liquor enforcement directly: (867) 874-8719 or liquorenforcement@gov.nt.ca

The Liquor Licensing Board does NOT perform nor manage the server training program.