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## Working with NWT Licence & Permit Holders

“During the past several months, the Liquor Licensing Board has made several changes. It is our intention to improve our accessibility and administrative processes in order to better serve the Territory’s Licence Holders and Permit Holders. Many of you have already communicated with the Board’s recently hired General Manager/Registrar, **Mrs. Jaimie Graham**. I encourage you to contact Jaimie should you have any questions about Liquor

Licences or Special Occasion Permits.

Some of the changes we have made recently include new forms, which are available online. We are working towards a fully online application, renewal, and payment process. We are also working towards a more effective licence management system. We hope you will experience this change by improved response and decision-making times. One

example of this change is our new general email account: [LLBinfo@gov.nt.ca](mailto:LLBinfo@gov.nt.ca) Please use this email address for all your electronic correspondence with the Board.

Should you have any topic suggestions for future newsletters, please let us know.”

**Colin Baile**  
Chairperson  
Liquor Licensing Board

### Inside This issue:

**What’s new?** The Board introduces new forms available online  
**Operating hours** - Important information about changing your hours  
**Renovations** – Before you start the work, read this  
**On-site Managers** – Information for when you hire a new manager  
**Licence renewals** – Many licences are up for renewal soon  
**Asking for your input** – We want to hear from you  
**Special Occasion Permits** – Applying for a Permit



## What's New?

### 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 Free Event Application](#)

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



**Important Notice**



## Operating Hours

We have received questions from you about operating hours. This information may help.

"Operating hours" means the hours during which liquor may be sold and served in licensed premises or at an event held under a special occasion permit.

Operating hours can begin no earlier than 10 a.m. on one day and end no later than 2 a.m. the next day.

A Class A Licensed Premises may not sell or serve liquor within the last 30 minutes of its operating hours. Its operating hours may be extended for up to 30 minutes in order to allow patrons to consume liquor served to them.

The Holder of a premises licence must file with the Board a schedule of its operating days and hours. This is normally done as part of the licence application process.

### Change of Hours

When a Licence Holder changes the operating hours of a Licensed Premises, the Board must be given notice of the change within 14 days. This notice is not required if the change is for less than 30 days or an occasional change.

### Sunday Openings

Class A or D Licensed Premises can operate no more than 10 Sundays per year. The Licence Holder must give the Board notice at least 14 days in advance before operating on one of these Sundays.

The exception is where a municipality has made a bylaw about Licensed Premises operating hours. The City of Yellowknife recently passed such a bylaw allowing Sunday openings.

The Board may restrict the operating hours of any Licensed Premises.

### Did You Know

The operating hours on New Years day are extended from 2 a.m. to 3 a.m.

# Renovations

Every business must, at some point, change things up. If you are thinking of changing your bar, restaurant, club, or manufacturing facility, keep this information in mind.

Renovations, which require any structural addition or alteration needs Board approval before you start. The approval request needs to include:

- A copy of the floor plan showing the proposed changes. Include the location of the bar, liquor storage, exits, windows, furniture, washrooms, and structural items such as

walls and pillars. Blueprints are best, however if you are drawing the floor plan yourself, try to make it to scale.

- A revised Occupancy Load Certificate from the Fire Marshal. This is needed for the Board to determine the premises' capacity before the Licensed Premises is reopened.

Cosmetic changes to a Licensed Premises do not require Board approval. Improvements such as painting, changing light fixtures, or flooring are considered cosmetic.



## New Manager?

If you are a Licence Holder and hire a new on-site manager, you must inform the Board. Be sure to include a copy of any agreement or conditions of employment.

There are circumstances that would prohibit an individual from being an on-site manager. An on-site manager may not have a criminal record. In addition, the manager may not:

- Have been convicted of an offence under the *Liquor Act or Regulations*;
- Have been charged with, and awaiting final disposition of an offence under any law of Canada or the *Liquor Act or Regulations*;
- Have been disqualified from being an on-site manager by the Board under section 30(1)(b) of the *Liquor Act*;
- Is a Liquor Vendor and operates a liquor store;
- Is a sales person of a liquor manufacturer or supplier.

The Board may ask at any time during the term of the licence for particulars about an on-site manager.



## Licence Renewal Season

An *Application for a Renewal of a Liquor Licence* was sent to all NWT Licence Holders via email in early January 2016. If you have not yet received your Application, the form can be downloaded 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> 2016 or March 31<sup>st</sup> 2017. Please check your licence for its expiry date to ensure there are no delays in your liquor services.

## We want to hear from you

The Board reviews its administrative processes continually. As part of this review, we will be asking you for your thoughts and ideas on specific issues.

In this issue, we would like to hear from you about

### Licence Renewal Dates

Presently, all liquor licences expire on March 31<sup>st</sup>. Licences are issued for a term of either 1 year or 2 years.

We are considering changing the renewal date, to the date of licence application. New licences would have a renewal date either 1 or 2 years from the date of issue.

We want to hear from existing Licence Holders about what date would work best for you. Are you satisfied with March 31<sup>st</sup> each year, or would another date be better?

To start the discussion, here is one option:

You would rather have your renewal date as June 30<sup>th</sup>. Next March 31<sup>st</sup>, you pay for a 1-year renewal fee, say \$200, plus 3 months (an additional \$50) and your renewal date becomes June 30<sup>th</sup>.

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 NWT Liquor Enforcement at (867) 874-8718 for information regarding the following:

- Free Alcohol Servers Training Courses
- Premises inspections
- Community Alcohol Prohibitions
- Filing of complaints of liquor services within the NWT.

## Special Occasion Permits (SOP's)

There are 3 different kinds of special occasion permits:

1. Where liquor **can be given away** but not sold (Class 1- Ordinary);
2. Where liquor **can be sold but not at a profit** (Class 2 – non-profit resale);
3. Where liquor **can be sold at a profit as a fundraiser** (Class 3 – Fundraising)

SOP's can be applied for at the Board's office or at any liquor store. The Application form can be downloaded from our website [here](#). A great information source about running an event with a special occasion permit is found in the SOP [Guidelines](#).

### Deadlines to apply for a Special Occasion Permit (SOP)

Number of People expected to attend	Number of days before the event, the application must be made
<b>Less than 200</b>	<b>5 days</b>
<b>200 to 500</b>	<b>14 days</b>
<b>More than 500</b>	<b>45 days</b>

The Liquor Licensing Board sets how many people can be at the event. This is based on the recommendation of the Fire Marshal and the Public Health Officer. The Fire Marshal can be contacted to do an inspection of the place where the event will take place. The Fire Marshal will prepare an Occupancy Load Certificate stating the number of people that can safely be there. All fire safety requirements are confirmed at this time. **Make sure this is done well in advance of the application deadline.** If you are renting a facility for the event, contact the owner as they may already have this information.

**Note: to make sure the Fire Marshal has enough time to complete the required inspection for an occupancy load certificate, please make your request at least ten days before the SOP application deadline.**

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.