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Special Occasion Permits

It is important for applications to be submitted on-time!

Holiday Provisions

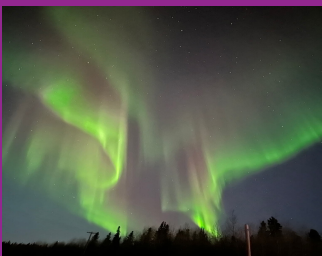
Information about the upcoming holiday season. Please see Page 3 of this newsletter for more information.

Licence Renewal

A reminder to check your licence - does it expire on March 31, 2026? If yes, please see Page 2 of this newetter for more information.

**For services in French,
please call
1-866-561-1664**

**Pour obtenir des
services en francais,
composez le
1-866-561-1664.**



**WORKING
WITH
LICENCE
& PERMIT
HOLDERS**

As the holiday season approaches our office will become busy processing Special Occasion Permits(SOP). It is essential that applications be submitted on a timely basis; if fewer than 200 people are expected the deadline is 5 days before the event; if 200-500 people are expected the deadline is 14 days before the event, and if more than 500 are expected the deadline is 45 days before the event. As questions may arise I urge those submitting an application to apply as early as possible.

Over the past year work has taken place in developing new Liquor Act Regulations. When the regulations come into force, the current Liquor Licensing Board will transform into an appeals tribunal. Currently appeals involve going to Court.

The Board held an in person meeting on October --- in Hay River and I expect we will have a meeting early in the new year. Board member Paul Falvo did not seek re-appointment, and I would like to thank him for his participation over his term on the Board.

I would like also to thank our General Manager/ Registrar Jaimie Graham and our Administrative Assistant Harley Beaulieu for their excellent work over the past year.

Finally I wish all our licence holders the best for the holiday season and the new year

Louis Sebert
Chairperson

**For more information about the NWT Liquor Licensing Board and its processes,
please see the following link to our Frequently Asked Questions:**

<https://www.fin.gov.nt.ca/sites/fin/files/llb-decisions/4. llb faqs sep 2022 0.pdf>

For information about applying for a Special Occasion Permit, please see the following link:
<https://www.fin.gov.nt.ca/en/services/licensing-and-permitting/nwt-special-occasion-permits>

| Changes to Applicant Information | |
|---|---|
| Have there been any changes to the information submitted in the application for the liquor licence since the licence was issued or last renewed? | |
| Paragraph 19(1)(a) of the <i>Liquor Regulations</i> requires licence holders to include in their licence renewal application the details of any changes to the following information: | |
| Contact Information: | <input type="checkbox"/> No changes <input type="checkbox"/> Yes, this renewal application includes new contact information. |
| Floor Plan: | <input type="checkbox"/> No changes <input type="checkbox"/> Yes, attached is the new floor plan. (*Note: Structural additions or alterations to the licensed premises require the prior written approval of the Board per s. 62 Regulations) |
| Occupant Load: | <input type="checkbox"/> No changes <input type="checkbox"/> Yes, attached is the updated (dated within 3 months) new Occupancy Load Certificate. |
| Section 81 of the <i>Liquor Regulations</i> requires licence holders to notify the Board without delay of any changes to the following information: | |
| (a) its establishment documents; | (c) its officers and directors; |
| (b) its bylaws; | (d) its on-site manager; |
| | (e) its associates; |
| | (f) its shareholders. |
| Officers/Directors: | <input type="checkbox"/> No changes <input type="checkbox"/> Yes, attached is the updated list of officers/directors and criminal records checks issued within the last three months for each of the new officers/directors. |
| On-site Manager: | <input type="checkbox"/> No changes <input type="checkbox"/> Yes, attached is the employment agreement and criminal records check issued within the last three months for the new on-site manager. |
| Associates: | <input type="checkbox"/> No changes <input type="checkbox"/> Yes, attached is the updated list of associates and criminal records checks issued within the last three months for each new associate. |
| Shareholders: | <input type="checkbox"/> No changes <input type="checkbox"/> Yes, attached is the updated list of shareholders. |
| Establishment documents: | <input type="checkbox"/> No changes <input type="checkbox"/> Yes, attached are the updated establishment and/or corporate documents. |
| By-laws: | <input type="checkbox"/> No changes <input type="checkbox"/> Yes, attached are the updated bylaws. |
| Other: | <input type="checkbox"/> No changes <input type="checkbox"/> Yes, attached are an explanation of additional changes to the licensed business, along with supporting documents. |
| Charges or Convictions | |
| Paragraph 5(1)(f) and subsections 5(2) and 5(3) of the <i>Liquor Act</i> specify that a liquor licence may not be issued to a licence holder, on-site manager, or associate who has outstanding charges or convictions for offenses described under subsection 12(1) of the <i>Liquor Regulations</i> and established under a law of Canada, the Northwest Territories, another territory, or a province. | |
| If the licence holder, on-site manager, or an associate has any outstanding charges or convictions (including sentences of absolute or conditional discharge) since the liquor licence was issued or last renewed it must be reported: | |
| <input type="checkbox"/> No, there are no outstanding charges or new convictions. | |
| <input type="checkbox"/> Yes, there are outstanding charges and/or new convictions. | |
| An explanation of those matters are attached, along with supporting documents. | |
| Subsection 12(3) of the <i>Liquor Regulations</i> provide for a licence holder to apply to the Board to exempt an offence where the offence was a minor infraction of the law or issuing the licence would not create an undue risk of harm to the public. Such an application for exemption must be made in writing. | |
| <input type="checkbox"/> Attached is a written request with reasons to exempt an offence from prohibiting the renewal of this liquor licence. | |
| Fines Levied | |
| Have there been any fines levied against the licence holder since the licence was issued or last renewed? | |
| <input type="checkbox"/> No <input type="checkbox"/> Yes, attached are the receipts proving the fines have been paid. | |
| Liquor Service | |
| Complete this section for Class A (Liquor Primary) and Class B (Food Primary) only. | |
| Have you sold liquor under your current liquor licence within the past six months? | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No, attached is the explanation. | |

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Licence Renewals

If your current liquor licence expires in March of 2026, now is a good time to start thinking about getting your documentation together for upcoming licence renewal.

It is best to submit your renewal early in 2026, because if you are missing any of the required documentation, your renewal application may not be processed in time.

In order to renew a Class A or a Class B licence, the licence holder is required to have sold liquor within 6 months prior to the renewal of the licence.



Board Condition of a licence renewal:

In order to renew a licence, proof must be provided that the on-site manager and servers have taken the NWT alcohol server training within the last 24 months.

For server training inquires, please contact liquor enforcement directly at liquorenforcement@gov.nt.ca

The Liquor Licensing Board does not manage or control the server training program.

UPCOMING EVENTS: Special Provisions Applying to the Holidays



CHRISTMAS DAY

No holder of a Class A (Liquor Primary) licence may sell, serve, or allow the consumption of liquor on the premises on Christmas Day:

paragraph 45(1)(b) of the *Liquor Regulations*.

Please note that Class A licence holders in Yellowknife are allowed to serve liquor on Christmas Day in accordance with the City of Yellowknife Licensed Bylaw #4840



NEW YEARS EVE

Licence holders whose regular operating hours end at 2:00am may extend their operating hours on New Years Eve up to one hour, to end no later than 3:00am:

section 47 of the *Liquor Regulations*.

HOLIDAY OFFICE HOURS

The Liquor Licensing Board office will be closed from December 24th, 2025 to January 2nd, 2026.



HAPPY HOLIDAYS AND BEST WISHES FOR 2026!