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Working with NWT Licence & Permit Holders

The Board Office is very busy processing licence renewals .If your licence expires March 31,2023 you should complete the necessary documents as soon as possible to ensure the renewal is properly completed. Missing or incomplete renewals could result in delays which might cause problems for your business.

The Board's next in person meeting will be held in Hay River on May 25th, 2023. If you have suggestions for improvements in our procedures or ideas for our newsletter, please let us know and we will discuss the suggestions at our meeting . We want to hear from you!

The Board Office in Hay River was very busy processing special occasion permits (Sop) over the last few months. The deadline for a completed application to be submitted to the Board depends upon the number of people expected at the event. 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 people are expected the deadline is 45 days before the event. As questions may arise when an application is submitted I would urge those applying for a Sop to apply as early as possible as last minute applications are stressful for both applicant and staff.

As Spring approaches we all look forward to warmer weather and a better business climate for our licence holders after several difficult years.

**Louis Sebert
Chairperson**



Do you have any ideas or suggestions for future Board newsletters? Please let us know by email at

LLBinfo@gov.nt.ca

We look forward to hearing from you!!

Licence Renewal: Don't delay renew toay!

*****Does your liquor licence expire on March 31st, 2023?*****

To renew a liquor licence, please see the Application for the Renewal of a Liquor Licence at the following link:

www.fin.gov.nt.ca/sites/fin/files/resources/nwtllb-renewal-application-fillable.pdf



Board Condition

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.



The Liquor Licensing Board extended the deadline for completion of the Board Condition to take the server training to **March 31st, 2023**.

Please contact liquor enforcement directly at (867)875-7898 or liquorenforcement@gov.nt.ca as the Liquor Licensing Board does not manage the server training program.

Thank you to licence holders that took the server training and submitted the server training certificates to the Board early and in advance of the deadline. It is acknowledged.

If any of the information you provided to obtain (or previously renew) the licence has changed, you must inform the Board and specify the changes.

For example:

New Occupancy Load Certificate – send the new certificate

New director – send an updated criminal records check

New on-site manager – send an updated criminal records check and a copy of the signed employment agreement, clearly advising the responsibilities of the position to ensure the requirements of the *Liquor Act* are met.

Establishing documents – send any changes in corporation governance or administrative information, contact information, business licences and floor plans.

Reference: paragraph 19(1)(a) of the *Liquor Regulations*



Information and Reminders for Licence and Permit Holders



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

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

For any upcoming Events:

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.
Prepare and apply now.



Frequently Asked Question

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/licensing-and-permitting/nwt-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/licensing-and-permitting/nwt-liquor-licences>

