

## Inside this Issue:

### Special Occasion Permits

Information about applying for an SOP

### Information for licence and permit holders

Information to help you plan your special events

### Frequently Asked Question

Q: I am a licence holder and I have a question about my licence. How can I get more information?  
A: Please see page 3 for more info!



## Working with NWT Licence & Permit Holders

As the summer comes to an end, I trust the season has been more successful for our licence holders than the very difficult summer of 2023 with its numerous evacuations.

Our office in Hay River remains very busy with applications and as I have mentioned in the past it is essential that applications be submitted on a timely basis. Late applications place undue stress on both our staff and the applicant. I am pleased to advise that Harley Beaulieu has become our full time Administrative Assistant.

In the Northwest Territories three separate regulatory bodies deal with liquor. Our Board

the Liquor Licensing Board issues licences and permits and regulates liquor sales and service in bars, restaurants and at special events. We also are responsible for the issuance of liquor manufacturing licences. The Liquor and Cannabis Commission deals with the purchasing and retail distribution of liquor and cannabis. Liquor Enforcement deals with inspections of licenced premises and the enforcement of liquor laws and conditions. All three bodies are established by the *Liquor Act* and are independent of each other. All three organizations are based in Hay River and operate under the GNWT Department of Finance.

As always we look forward to feedback from our licence holders.

**Louis Sebert**  
Chairperson



### Are you a licence holder that would like to perform a structural renovation change at your establishment?

An important reminder that Board approval is required **PRIOR** to the structural renovation.

Please contact the Board office at [LLBinfo@gov.nt.ca](mailto:LLBinfo@gov.nt.ca) for more information.



## Special Occasion Permits(SOPs)

When to apply for a Special Occasion Permit? (**EARLY!!!!!!**)

**Less than 200 people - 5 days before event**  
**200 to 500 people - 14 days before the event**  
**More than 500 people - 45 days before the event**

### DID YOU KNOW???

There are no 'Bring Your Own Liquor / BYOB' licensed SOP events allowed in the NWT. The permit holder is responsible for purchasing and supplying the liquor for the specific event for which the liquor permit was issued.

A liquor permit is not required for a private event on private property where liquor is not being sold, and there will be no other financial transactions such as a tip jar, etc. But, if liquor will be sold and/or there will be financial transactions, a liquor permit will be required for an event on private property.

There are no refunds for issued permits.

One supervisor is required for every 100 persons expected to attend the event.

The role of a supervisor is to supervise and control the event. A supervisor is not allowed to perform any other duties.

## Harley Beaulieu



**As most licence and permit holders are aware, Harley Beaulieu has been hired as the Board's Administrative Assistant. Harley also worked at the Board office as a summer student in 2018 and 2019. Welcome to the team, Harley!**





## Information and Reminders for Licence and Permit Holders



### Fall/Winter Events

Do you require a special occasion permit? Minors? Banquet room notification? Liquor free event? Contact us at [LLBinfo@gov.nt.ca](mailto: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.

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

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



### Frequently Asked Question

**Q:** My licence says I close at 2:00am on Fridays, but sometimes it is not busy. Do I need to stay open until 2am?

**A:** No, you are able to make occasional changes to your schedule or changes 30 days or less, without providing notification to the Board. (See subsection 49(3) of the Regulations).

**FOR PERMANENT CHANGES OF OVER 30 DAYS, A LICENCE HOLDER IS REQUIRED TO FILE THE NEW SCHEDULE OF OPERATIONS WITH THE BOARD WITHIN 14 DAYS OF THE CHANGE.**



**Do you have any ideas or suggestions for future newsletters?**

**Please email us at  
[LLBinfo@gov.nt.ca](mailto:LLBinfo@gov.nt.ca) and let us  
know!**