



Application for Renewal of a Manufacturing License

Instructions: Complete all applicable fields, attach required documents and submit with payment as outlined at the bottom of this form. You may complete this form one of two ways: 1) at your computer, save then print or 2) by hand – print clearly using dark ink.

Manufacturing Licence / Applicant Information

Current Manufacturing Licence #: _____

Applicant Name:

☐ Canadian Citizen

First Name

☐ Permanent Resident of Canada

Last Name

☐ Other (please specify)

Corporation: _____
[Enter the name of the public or private corporation, partnership, organization]

Mailing Address:

Street #, P.O. Box #

Street Name

Community

Territory/Province

Postal Code

Phone Number: _____

Fax: _____

Email: _____

On-Site Manager

Name of On-site Manager:

First Name

Last Name

Mailing Address:

Street #, P.O. Box #

Street Name

Community

Territory/Province

Postal Code

Phone Number: _____

Email: _____

Manufacturing Facility Information

Facility Name: _____

Facility Street Address: _____
Street # Street Name

Community Territory/Province Postal Code

Applicant is: ☐ Owner ☐ Tenant of the facility premises.

Name of Premises Owner (if tenant): _____

Address of Owner _____
Street #, P.O. Box # Street Name

Community Territory/Province Postal Code

Annual Rent: _____ Expiry date of Lease: _____

Proposed Operating Hours

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
OPEN							
CLOSE							

Business Phone Number: _____
Business Fax: _____
Business Email: _____
Business website: _____

Manufacturer's Retail Outlet Licence

Are you also a Holder of a Manufacturer's Retail Outlet Licence?: ☐ Yes ☐ No

If Yes, are you requesting to renew that Licence?: ☐ Yes ☐ No

Changes to Applicant Information

Have there been any changes to the information submitted in the application for the Manufacturing license or Manufacturer's Retail Outlet Licence, since the license was last issued or renewed?

☐ No ☐ Yes If yes, please provide details of the changes.

Charges or Convictions

Since filing the last application, has the licence holder, on-site manager, or an associate been charged or convicted or charged with and is waiting disposition of an offence described in the regulations and established under a law of Canada, the Northwest Territories, or another province since the last liquor licence was issued or renewed? You must include absolute or conditional discharges and any outstanding charges.

☐ No ☐ Yes

Fines Levied

Have there been any fines levied against the license holder, since the licence was last issued or renewed?

☐ No

☐ Yes If yes, attach receipts to show that the fine has been paid.

Declaration

I solemnly declare the information provided in this Licence Renewal Application is true.

Note: agent, lawyer, or on-site manager **may not** sign on behalf of the Licence Holder.

Signature of Applicant Licence Holder

Date

Complete the attached Statutory Declaration

Applications can be submitted to the Liquor Licensing Board by email at LLBinfo@gov.nt.ca or by mail at:

#204 – 31 Capital Dr., Hay River NT X0E 1G2

Any person who applies for the issue or transfer of a liquor license and who in the application knowingly fails to make full disclosure to the Board respecting any circumstances referred to in Section 5 of the **Liquor Act** (persons ineligible for a license) is guilty of an offence.

STATUTORY DECLARATION

CANADA) IN THE MATTER OF THE
) *NORTHWEST TERRITORIES*
) *LIQUOR ACT AND REGULATIONS*
NORTHWEST TERRITORIES)

I, _____, of the City/Town of _____, in the
Northwest Territories,

DO SOLEMNLY DECLARE THAT:

1. I am a Canadian citizen and have reached the age of majority;
2. I have read section 5 of the Liquor Act and section 12 of the Liquor Act Regulations, which are attached, and am aware of nothing that would make me ineligible to hold a license issued under the Liquor Act;
3. I am the owner of the business carried on at the premises for which the license is being sought.
4. I have identified my associates as required by the *NWT Liquor Act*.
5. Attached to this declaration and marked as Exhibit "A" is a copy of my criminal records check, dated within 3 months of today's date.

**AND I MAKE THIS DECLARATION CONSCIENTIOUSLY BELIEVING IT TO BE TRUE,
AND KNOWING THAT IT IS OF THE SAME FORCE AND EFFECT AS IF MADE UNDER
OATH AND BY VIRTUE OF THE *CANADA EVIDENCE ACT*.**

SWORN BEFORE ME at the City/Town of _____)
_____ in the _____)
Northwest Territories, the _____ day of _____)
_____, 20____.)
)
)

A Commissioner for Oaths in and for
the Northwest Territories.
My appointment expires:
Print Name:

(Signature of Declarant)

LIQUOR ACT S.N.W.T. 2007,c.15	LIQUOR REGULATIONS R-069-2008
<p>5. (1) A licence may not be issued or transferred under this Act to or in respect of</p> <ul style="list-style-type: none"> (a) a minor; (b) an individual who is not a Canadian citizen or a permanent resident; (c) an extra-territorial corporation as defined in the Business Corporations Act that is not <ul style="list-style-type: none"> (i) registered under the Business Corporations Act, or (ii) incorporated by or under an Act of Canada; (d) a partnership that is not registered under the Partnership Act; (e) a person who the Board considers is not the true owner of the business carried on at the premises for which the licence is sought; (f) a person who has been convicted of an offence described in the regulations and established under a law of Canada, the Northwest Territories, another territory or a province; (g) a person who has been disqualified under this Act or the regulations; (h) a person who is a vendor or an employee of a vendor; (i) premises that have been disqualified under this Act or the regulations; or (j) a person who has not complied with the applicable laws of Canada, in relation to a manufacturing licence. <p>(2) A licence may not be issued or transferred under this Act to, or in respect of, a person who has been charged with and is awaiting a final disposition for an offence described in the regulations and established under a law of Canada, the Northwest Territories, another territory or a province.</p> <p>(3) A licence may not be issued or transferred under this Act to, or in respect of, a person if the person's on-site manager or associate</p> <ul style="list-style-type: none"> (a) has been <ul style="list-style-type: none"> (i) convicted of an offence referred to in paragraph (1)(f), or (ii) charged with an offence referred to in subsection (2); (b) has been disqualified from holding a licence under paragraph 30(1)(b); (c) is a vendor; or (d) is a party to an agreement with a liquor manufacturer or supplier for the sale of the liquor of the manufacturer or supplier. 	<p>12. (1) For the purposes of paragraph 5(1)(f), subsection 5(2) and subparagraphs 5(3)(a)(i) and (ii) of the Act, an offence means any of the following:</p> <ul style="list-style-type: none"> (a) an offence under subsection 7(3) (failure to make full disclosure), subsection 72(2) (false statements), section 73 (unlawful manufacture of liquor) or section 74 (unlawful sale) of the Act; (b) an offence under subsection 16.2(3) (failure to make full disclosure), subsection 24(2) (failure to make full disclosure), section 83.1 (unlawful manufacture), section 84 (unlawful sale of liquor), section 85 (supplying liquor to underage persons), section 86 (false information) of the former Act; (c) an offence under the Criminal Code; (d) an offence under the Excise Act (Canada), Excise Act, 2001 (Canada), Food and Drugs Act (Canada), Importation of Intoxicating Liquors Act (Canada), or Spirit Drinks Trade Act (Canada) relating to liquor; (e) an offence under the Controlled Drugs and Substances Act (Canada) relating to trafficking, importing or possession for the purpose of trafficking of a narcotic; (f) an offence under the Food and Drugs Act (Canada) relating to food or a controlled or restricted drug. <p>(2) Notwithstanding subsection (1), an offence described in that subsection does not include</p> <ul style="list-style-type: none"> (a) an offence where the conviction occurred more than seven years before the date of the application; or (b) an offence exempted by the Board under subsection (3). <p>(3) The Board may, on application, exempt an offence described in subsection (1), if satisfied that</p> <ul style="list-style-type: none"> (a) the offence was a minor infraction of the law; or (b) issuing the licence will not create an undue risk of harm to the public.