

APPLICATION FOR RENEWAL OF A LIQUOR LICENCE

Instructions: 1. Complete all sections; 2. **Attach** any required documents; 3. Submit with **payment**.
If the application is incomplete, we cannot process the application.

| Liquor Licence | |
|---|--|
| Current Liquor Licence #: | Term of Renewal being Requested: <input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years |
| Class of Licence to be Renewed (check one): | <input type="checkbox"/> Class A (Liquor Primary) <input type="checkbox"/> Class B (Food Primary) <input type="checkbox"/> Class C (Mobile) <input type="checkbox"/> Class D (Liquor Incidental) |

| Applicant Information | |
|--|----------------------|
| Applicant Name: | First Name Last Name |
| <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident of Canada <input type="checkbox"/> Corporation (registered in NWT) | |
| Corporation (enter the name of the public or private corporation, partnership, organization): | |

| Mailing Address | | |
|-----------------|---------------------|--------------|
| P.O. Box #: | Street Number: | Street Name: |
| Community: | Territory/Province: | Postal Code: |
| Phone Number: | Email: | |

| On-site Manager | | |
|--------------------------|----------------------|--------------|
| Name of On-site Manager: | First Name Last Name | |
| Mailing Address | | |
| P.O. Box #: | Street Number: | Street Name: |
| Community: | Territory/Province: | Postal Code: |
| Phone Number: | Email: | |

The personal information collected by the Liquor Licensing Board is authorized by sub-paragraph 40(c)(i) of the *NWT Access to Information and Protection of Privacy Act*, which permits a public body to collect personal information when the information is related directly to, and is necessary for, an operating program or activity of the public body.

This personal information is protected by the privacy provisions of the *Access to Information and Protection of Privacy Act*.

If you have any questions in relation to the personal information collected, please send an email to LLBinfo@gov.nt.ca or contact:

General Manager/Registrar
NWT Liquor Licensing Board
Suite 204 - 31 Capital Drive
Hay River, NT XOE 1G2

Establishment Information

Establishment Name:

Establishment Street Address

Street Number:

Street Name:

Community:

Territory/Province:

Postal Code:

Extensions (only if applicable)

Please indicate if renewals are being requested for any of the following **existing** liquor extensions.
 (For banquet room(s), indicate name and occupancy load for each room):

| Extensions to Class A (Liquor Primary) | Extensions to Class B (Food Primary) | Extensions to Class D (Liquor Incidental) |
|---|---|--|
| <input type="checkbox"/> Mini-bar (tourist facility only) <input type="checkbox"/> Off-premises <input type="checkbox"/> Manufacturing <input type="checkbox"/> Banquet Room(s): <hr/> <hr/> <hr/> <hr/> <hr/> | <input type="checkbox"/> Mini-bar (tourist facility only) <input type="checkbox"/> Room Service (tourist facility only) <input type="checkbox"/> Off-premises <input type="checkbox"/> Bring Your Own Wine (BYOW) <input type="checkbox"/> Manufacturing <input type="checkbox"/> Banquet Room(s): <hr/> <hr/> <hr/> <hr/> | <input type="checkbox"/> Mini-bar (tourist facility only) <input type="checkbox"/> Room Service (tourist facility only) <input type="checkbox"/> Banquet Room(s): <hr/> <hr/> <hr/> <hr/> <hr/> |

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 *Liquor Regulations* requires licence holders to include in their licence renewal application the details of any changes to the following information:

Contact Information: No changes Yes, this renewal application includes new contact information.

Floor Plan: No changes 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: No changes Yes, attached is the updated (dated within 3 months) new Occupancy Load Certificate.

Section 81 of the *Liquor Regulations* 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;

(e) its associates;

(b) its bylaws;

(d) its on-site manager;

(f) its shareholders.

Officers/Directors: No changes 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: No changes Yes, attached is the employment agreement and criminal records check issued within the last three months for the new on-site manager.

Associates: No changes Yes, attached is the updated list of associates and criminal records checks issued within the last three months for each new associate.

Shareholders: No changes Yes, attached is the updated list of shareholders.

Establishment documents: No changes Yes, attached are the updated establishment and/or corporate documents.

By-laws: No changes Yes, attached are the updated bylaws.

Other: No changes 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 *Liquor Act* 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 offences described under subsection 12(1) of the *Liquor Regulations* 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:

No, there are no outstanding charges or new convictions.

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 *Liquor Regulations* 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.

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?

No

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?

Yes

No, attached is the explanation.

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.

Have the on-site manager and all servers (including bartenders) taken the NWT Server Training within the last 24 months?

Yes, attached are the NWT Server Training Certificates for the employees who have taken the training.

No, attached is a list of employees who have not taken the training.

Declaration

I certify that the information I have provided in or annexed to this application is correct.

Dated this _____ day of _____, 20 ____ .

Printed Name of Applicant

X

Signature of Applicant

Applications can be submitted to the Liquor Licensing Board by email or by mail at:

LLBinfo@gov.nt.ca

or

Suite 204 - 31 Capital Drive, Hay River, NT X0E 1G2

Payment Method
 Cheque Money Order Credit Card

Total Amount Enclosed:

Credit Card PaymentPRINT Cardholder Name
as Shown on Credit Card:SIGNATURE
of Card Holder: X

Credit Card Number:

Expiry Date:

3 digit CVV
(back of card):

Note: Credit Card information is not retained. Upon authorization of the payment request, all credit card information is destroyed.
Cheques and Money Orders can be made payable to the NWT Liquor Licensing Board.
Interac and cash payments can be made in person at the Hay River Board office.

| Licence | Annual Fee |
|--------------------------------------|------------|
| Class A (Liquor Primary) | \$200.00 |
| Class B (Food Primary) | \$200.00 |
| Class C (Mobile) | \$200.00 |
| Class D (Liquor Incidental) | \$200.00 |
| Manufacturing Licence | \$500.00 |
| Manufacturer's Retail Outlet Licence | \$100.00 |

| Extension | Annual Fee |
|----------------|------------|
| Manufacturer's | \$100.00 |
| Banquet Room | \$100.00 |
| Mini-bar | \$100.00 |
| Room Service | \$100.00 |
| Off-premises | \$100.00 |
| BYOW | \$100.00 |