

LIQUOR LICENSE APPLICATION REQUIREMENTS

PREMISES _____ PHONE _____
APPLICANT _____ PHONE _____
TYPE OF LICENSE _____ FAX _____
E-MAIL _____

Dining Room Lounge Special Premises Tourist Home Club Military Canteen Caterer's Package Sales

→ THE APPLICANT MUST SUPPLY ALL INFORMATION REQUIRED IN ITS FINAL FORM BEFORE ANY APPLICATION IS CONSIDERED FOR LICENSING.

1. COMPLETED APPLICATION FOR LICENSE, FORM #11 - APPLICATION MUST BE ACCOMPANIED BY A NON-REFUNDABLE APPLICATION FEE FOR EACH LICENSE APPLIED FOR
2. COMPLETED PERSONAL HISTORY REPORTS, FORM #16
3. A LEGIBLE, DETAILED FLOOR PLAN WITH MEASUREMENTS
4. ROOMS TO BE LICENSED WITH MEASUREMENTS
5. PROOF OF OWNERSHIP FOR THE PREMISES BEING LICENSED IN THE FORM OF A LEASE OR DEED OF CONVEYANCE AND BILL OF SALE FOR ASSETS
6. A COMPLETE COPY OF LETTERS PATENT IF APPLICANT IS AN INCORPORATED COMPANY
7. RESOLUTION OF MEETING OF OFFICERS, PROPERLY CERTIFIED WITH SEAL AUTHORIZING THE APPLICANT TO APPLY ON BEHALF OF THE COMPANY
8. LIST OF DIRECTORS AND OFFICERS UNDER COMPANY SEAL
9. CERTIFICATE OF GOOD STANDING - CONTACT: DEPT. OF JUSTICE AND PUBLIC SAFETY 902-368-4509
10. COPY OF NAME REGISTRATION - CONTACT: DEPT. OF JUSTICE AND PUBLIC SAFETY 902-368-4509
11. WRITTEN SUPPORT FOR THE APPLICATION FROM THE COMMUNITY IN WHICH THE PREMISE IS LOCATED
12. APPLICANT SHALL SUPPLY, PRIOR TO OPENING, PROOF OF COMPLIANCE WITH THE FIRE PREVENTION ACT - CONTACT: FIRE MARSHAL'S OFFICE - 902-368-4869
13. THE APPLICANT SHALL SUPPLY, PRIOR TO OPENING, PROOF OF COMPLIANCE WITH THE PUBLIC HEALTH ACT - CONTACT: HEALTH AND WELLNESS- 902-368-4970 OR VISIT WWW.GOV.PE.CA/HEALTH/ENVIRONMENTALHEALTH TO ACCESS THE ENVIRONMENTAL HEALTH FOOD SERVICES LICENSE APPLICATION.
14. COPY OF MENU WHERE APPLICABLE - FOOD AND LIQUOR: LIQUOR MENU MUST INCLUDE PRICES
15. PROPOSED HOURS OF OPERATION
16. CLUB APPLICATIONS - CERTIFIED LIST OF MEMBERS
17. TOURIST HOME APPLICATIONS - CONFIRMATION OF CANADA SELECT DESIGNATION
18. APPROVAL FROM COMMISSION INSPECTOR
19. DATE APPLICATION RECEIVED _____

→ ALL DOCUMENTS MUST BE COMPLETED AND RECEIVED BY THE COMMISSION 14 DAYS IN ADVANCE OF THE COMMISSION HEARING.