

LIQUOR LICENSE APPLICATION REQUIREMENTS

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

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

1. PROVINCIAL SALES TAX NUMBER MUST BE SUPPLIED BEFORE ANY LICENSE IS ISSUED:

2. COMPLETED APPLICATION FOR LICENSE, FORM #11 - APPLICATION MUST BE ACCOMPANIED BY A \$25.00 NON-REFUNDABLE APPLICATION FEE FOR EACH LICENSE APPLIED FOR
3. COMPLETED PERSONAL HISTORY REPORTS, FORM #16
4. A LEGIBLE, DETAILED FLOOR PLAN WITH MEASUREMENTS
5. ROOMS TO BE LICENSED WITH MEASUREMENTS
6. A MAP SHOWING LOCATION FOR THE PROPOSED PREMISES, SURROUNDING PREMISES AND PARKING
7. PROOF OF OWNERSHIP FOR THE PREMISES BEING LICENSED IN THE FORM OF A LEASE OR DEED OF CONVEYANCE AND BILL OF SALE FOR ASSETS
8. A COMPLETE COPY OF LETTERS PATENT IF APPLICANT IS AN INCORPORATED COMPANY
9. RESOLUTION OF MEETING OF OFFICERS, PROPERLY CERTIFIED WITH SEAL AUTHORIZING THE APPLICANT TO APPLY ON BEHALF OF THE COMPANY
10. LIST OF DIRECTORS AND OFFICERS UNDER COMPANY SEAL
11. CERTIFICATE OF GOOD STANDING (COMPANIES ACT) - DEPARTMENT OF JUSTICE
12. COPY OF NAME REGISTRATION
13. WRITTEN SUPPORT FOR THE APPLICATION FROM THE COMMUNITY IN WHICH THE PREMISE IS LOCATED
14. APPLICANT SHALL SUPPLY, PRIOR TO OPENING, PROOF OF COMPLIANCE WITH THE FIRE PREVENTION ACT - CONTACT: FIRE MARSHAL'S OFFICE - 902-368-4869
15. THE APPLICANT SHALL SUPPLY, PRIOR TO OPENING, PROOF OF COMPLIANCE WITH THE PUBLIC HEALTH ACT IN THE FORM OF A FINAL INSPECTION REPORT - CONTACT: ENVIRONMENTAL HEALTH - 902-368-4970 OR VISIT WWW.GOV.PE.CA/ENVIRONMENTALHEALTH TO ACCESS THE ENVIRONMENTAL HEALTH FOOD SERVICES LICENSE APPLICATION.
16. COPY OF MENU WHERE APPLICABLE - FOOD AND LIQUOR
17. CLUB APPLICATIONS - CERTIFIED LIST OF MEMBERS
18. PROPOSED HOURS OF OPERATION
19. APPROVAL FROM COMMISSION INSPECTOR
20. DATE APPLICATION RECEIVED _____
21. HEARING DATE _____

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