

LIQUOR ACT

**CONSOLIDATION OF
INSPECTOR REGULATIONS**
R.R.N.W.T. 1990,c.L-31

AS AMENDED BY

This consolidation is not an official statement of the law. It is an office consolidation prepared for convenience of reference only. The authoritative text of regulations can be ascertained from the *Revised Regulations of the Northwest Territories, 1990* and the monthly publication of Part II of the *Northwest Territories Gazette* (for regulations made before April 1, 1999) and Part II of the *Nunavut Gazette* (for regulations made on or after April 1, 1999).

Liquor Act

Inspector Regulations

- 1** Every inspector shall as directed conduct inspections of licensed premises to ensure compliance with the *Liquor Act* and the regulations made under the Act.
- 2** An inspector shall prepare, in triplicate, an inspection report in Form 1 or 2 of the Schedule on each inspection and forward it to the Chief Inspector.
- 3** A copy of each report shall be supplied to the licensee.
- 4** In addition to those items listed on the inspection report, the inspector may include in the report comments on any matters or conditions that come to his or her attention and on any specific instructions as may be given by the Board.
- 5** Where in the opinion of an inspector a licensee is in breach of the *Liquor Act* or a regulation under the Act the inspector may request the licensee to remedy the breach within a reasonable time under the circumstances.
- 6** Where authorized by the Board, the inspector
 - (a) may explain the Act and regulations to licensees, and to the public,
 - (b) shall investigate and report on applicants for licenses, and
 - (c) shall investigate and report on complaints originating from the public with respect to any licensed premises.
- 7** In the performance of his or her duties the inspector shall work in close cooperation with local law enforcement officers and the health and fire inspection services.
- 8** An inspector has the power to lay a charge for a breach of any provision of the Act or the regulations made under the Act.
- 9(1)** Where a person is in breach of the *Liquor Act*, the regulations made under the Act or any condition that applies to a special occasion licence, the inspector may cancel the special occasion licence immediately.
- (2)** When an inspector takes action under subsection (1), he or she shall make a full report of the circumstances to the Chief Inspector.

SCHEDULE

FORM 1

(Section 2)

INSPECTION REPORT

NAME OF PREMISES:

LICENCE HOLDER:

TYPE OF LICENCE: LICENCE NO.:

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MANAGER: BAR MANAGER:

DATE:

DATE OF PREVIOUS INSPECTION:

1. BUILDING

Condition of building:

Condition of heating system:

Condition of fire protection system:

2. LICENSED PREMISES

A. TYPE OF OUTLET (Cocktail lounge, tavern, etc.)

Seating capacity: Licence displayed:

Hours of operation:

Condition of decor:

State of cleanliness:

Lighting - adequate or otherwise:

(check with fire inspector)

Ventilation:

Exit signs:

Condition of exit doors:

B. BAR AREA

State of cleanliness:

Method of sterilizing:

Condition of glasses:

Glass and bottle storage:

Approved measuring glasses used:

Garbage cans closed tightly:

Prepacked foods or snacks available:

Approved price list displayed:

C. LIQUOR STORAGE

Locked Doors:

Condition and cleanliness:

Non-liquor items stored:

Empty cartons and refuse stored:

Bottles stored 25.4 cm above floor:

D. WASHROOMS

Number of men's facilities: toilets: urinals: washbasins:
Number of women's facilities: toilets: washbasins:
Self-closing doors:
Well lighted:
Adequate ventilation:
Sanitary condition:
Hot and cold running water:
Soap provided: Missing:
Single use towelling: Provided: Missing: ..
Toilet paper dispensers: Filled: Empty: ...
Method of disinfecting: Good: Poor: .Fair:

3. PERSONNEL

Clean outer garments:
Well groomed, clean hands:
Smoking while preparing or serving:

4. Describe condition and comment on non-licensed areas such as kitchen, lobby, banquet room, basement, staff restrooms and non-licensed coffee shops and dining rooms:
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5. BOOKS AND RECORDS

Approved plans: Employees' register:
Liquor orders: Liquor inventory:
Record of off-premises beer sales:

BOOKS AND RECORDS
FOR DINING LOUNGES AND DINING ROOMS

Statement of account:
Monthly sales summaries:
Total value of receipts for the month of
\$
From liquor sold: \$ From food sold: \$

FOR CLUBS

Membership list: Guest register:

6. Were previous recommendations acted on?
Re-list items still to be completed:
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7. INFRACTIONS NOTED (Liquor, fire, health & *Criminal Code*)

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8. RECOMMENDATIONS

The following action is necessary to comply with the *Liquor Act* and regulations:

1.
2.
3.
4.
5.

.....
(signature of inspector)

FOR HEADQUARTERS USE ONLY

INSPECTOR'S EVALUATION OF OPERATION AND MANAGEMENT:

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GOVERNMENT OF THE NORTHWEST TERRITORIES
LIQUOR LICENSING BOARD
SPOT CHECK REPORT

PREMISES		LOCATION	
LICENCE HOLDER		S O L No.	DATE
VISITED FROM HRS	TO HRS	DATE PREVIOUS SPOT CHECK	
PERSON IN CHARGE		PRESENT YES <input type="checkbox"/> NO <input type="checkbox"/>	
NUMBER OF GUESTS PRESENT	SEATING CAPACITY	NUMBER OF STAFF ON DUTY	
	SATISFACTORY YES NO		SATISFACTORY YES NO
APPEARANCE OF STAFF	<input type="checkbox"/> <input type="checkbox"/>	CLEANLINESS OF BAR AREA	<input type="checkbox"/> <input type="checkbox"/>
SUPERVISION OF PREMISES	<input type="checkbox"/> <input type="checkbox"/>	CONDITION OF MEN'S WASHROOM	<input type="checkbox"/> <input type="checkbox"/>
QUALITY OF SERVICE	<input type="checkbox"/> <input type="checkbox"/>	CONDITION OF WOMEN'S WASHROOM	<input type="checkbox"/> <input type="checkbox"/>
CONDUCT OF GUESTS	<input type="checkbox"/> <input type="checkbox"/>	OFF PREMISES SALES RECORD	<input type="checkbox"/> <input type="checkbox"/>
CONDUCT OF STAFF	<input type="checkbox"/> <input type="checkbox"/>	CONDITION OF EXIT DOORS	<input type="checkbox"/> <input type="checkbox"/>
CLEANLINESS OF PREMISES	<input type="checkbox"/> <input type="checkbox"/>	CLOSING HOURS OBSERVED	<input type="checkbox"/> <input type="checkbox"/>
REMARKS: _____			

I HAVE READ THE ABOVE REPORT			
_____		_____	
<i>(signature of liquor inspector)</i>		<i>(signature of bar manager)</i>	