

FORM 1/1A  
(Liquor Regulations, s. 8, 119 and 128)

APPLICATION FOR LIQUOR LICENCE  
(PRELIMINARY/NEW AND RENEWAL)

(For brew pub, cocktail, cultural and sports facility, dining room, guest room,  
off-premises, and private recreational facility licences.  
A separate application is required for each licence.)

<b>New application</b> <input type="checkbox"/>	<b>Renewal</b> <input type="checkbox"/>	<b>Licence #</b>	<b>Class of Licence</b>
<b>Licence Holder (Individual/ Partnership/Corporation Name)</b>			
Address			
Phone			
Fax			
Email			

<b>Establishment Name</b>
Address
Phone
Fax
Email
Contact Person(s)
<b>Hours of Operation</b>
<b>Licensed Hours Requested (<i>new applications</i>) or Current Licensed Hours (<i>renewals</i>)</b> ( <i>this form cannot be used to a request a <u>change</u> to licensed hours</i> )

The licence holder is:

- an individual       sole owner OR  
 partner (*attach full details of agreement with other partners*)

Name	Address	Date of Birth	Place of Birth

- a partnership

For each partner, provide:

	Name	Address	Date of Birth
1			
2			
3			

	Place of Birth	Investment Amount	Profit Sharing Ratio
1		\$	
2		\$	
3		\$	

- a corporation

Date of incorporation: \_\_\_\_\_

Territorial, provincial or federal charter: \_\_\_\_\_

Public or private company: \_\_\_\_\_

Number of Shares	Authorized	Issued
Common		
Preferred		

Do preferred shares have voting rights?

- yes     no

Officers, directors and shareholders owning more than 5% of stock (*if necessary, attach list*):

	Name	Address	Date of Birth
1			
2			
3			
4			

	Place of Birth	Shares Held	Office Held
1			
2			
3			
4			

**For renewal of a cocktail lounge licence:**

Will meals be served in the cocktail lounge?  yes  no  
 elsewhere in the same building/complex?  yes  no

**For renewal of a dining room licence:**

Will the dining room will be operated directly by the licence holder?  yes  no

If no, provide name and address of lease holder and a copy of financial and management agreement: \_\_\_\_\_

**For renewal of an off-premises licence:**

Class(es) of other liquor licence(s) held:

Licence #	Class of Licence	Establishment Name

**All applicants:**

Licence holder(s) own(s) the real property where establishment is located?  yes  no

If no, provide:

Owner name: \_\_\_\_\_

Owner address: \_\_\_\_\_

Annual rent: \_\_\_\_\_

Date of expiry of lease: \_\_\_\_\_

Own capital invested or to be invested: \$ \_\_\_\_\_

Borrowed capital invested or to be invested: \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

If borrowed capital is being invested, provide:

Name of Lender	Amount of Loan	Repayment Arrangement

The undersigned is/are the licence holder or an authorized officer of the licence holder named in this application. The licence holder is not disqualified under the *Liquor Act* and regulations from holding a liquor licence.

**New applications only:**

The following are attached to this application:

- the \$300 application fee
- a copy of the floor plans as approved by the Fire Marshal and Health Officer (*for cocktail lounge, dining room, guest room, cultural and sports or private recreational facility only*)
- statement of equipment and facilities proposed to be installed (*for cocktail lounge, dining room or guest room only*)
- a list of all officers, shareholders or owners (*for cultural and sports or private recreational facility only*)
- a list of members (*for private recreational facility only*)

- copy of the audited financial statement for the last fiscal year (*for private recreational facility only*)

The following must be submitted within 30 days of receipt of the new licence:

- proof of successful completion of Smart Serve training for each staff member (certification card or temporary number)
- a copy of all Standard Operating Procedures Employee Acknowledgement Forms

**Renewals only:**

The following are attached to this renewal application:

- the \$200 renewal fee OR \$500 renewal fee for off-premises licence only
- a copy of each staff member’s Smart Serve certification card
- a copy of all Standard Operating Procedures Employee Acknowledgement Forms
- a copy of the current Fire Marshal letter (*for cocktail lounge, dining room, guest room, cultural and sports or private recreational facility only*)
- a copy of the current Health Officer letter (*for cocktail lounge, dining room, guest room, cultural and sports or private recreational facility only*)
- a list of changes to floor plans since last licence (*for cultural and sports or private recreational facility only*)
- a current list of all officers, shareholders or owners (*for cultural and sports or private recreational facility only*)
- a current list of members (*for private recreational facility only*)
- a copy of the audited financial statement for the last fiscal year (*for private recreational facility only*)

I/We declare that the information provided in this application is true to the best of my/our knowledge. I/We understand that, if any of the information provided is found to be false, the licence may be revoked immediately.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

*(If the applicant is a partnership, all partners must sign. If the applicant is a corporation, the authorized officer must sign and corporate seal must be affixed.)*

\_\_\_\_\_  
*Signature of Applicant/Partner/  
Authorized Officer*

\_\_\_\_\_  
*Signature of Partner (if applicable)*

(corporate seal)

\_\_\_\_\_  
*Signature of Partner (if applicable)*