

Required Documents - General

THE APPLICANT MUST COMPLETE THE APPLICATION FOR A CLASS D (LIQUOR INCIDENTAL) LICENSE AND PROVIDE THE FOLLOWING DOCUMENTATION:

1. ☐ In the case of an applicant that is a corporation, a copy of the applicant's constating or establishment documents. (Certificate of Incorporation)
2. ☐ A copy of the applicant's business licence, issued under the *Business Licence Act* and/or a copy of the applicant's municipal business licence, issued under a municipal bylaw.
3. ☐ A copy of the floor plan of the proposed licensed premises or manufacturing facility, including the location of the bar and storage space. (Except for Mini-bar extension)
4. ☐ Proof of compliance with the *Fire Prevention Act*.
5. ☐ Proof of compliance with the *Public Health Act*.
6. ☐ An occupant load certificate for the proposed premises.
7. ☐ A criminal record check for the applicant(s).
8. ☐ A criminal record check for the applicant's associates and on-site manager(s).
9. ☐ The days and hours of operation (liquor service) for each premise.
10. ☐ In the case of an applicant that is a service club a plan on how the licensed premises will be supervised during licensed hours.
11. ☐ A copy of the agreement or conditions of employment between the applicant and the on-site manager. In the case of a ship, a new agreement will be required each time a new on-site manager is hired.
12. ☐ In the case of an applicant that is a corporation, the resolution of a meeting of officers, certified with the company seal, authorizing the applicant to apply on behalf of the company.
13. ☐ In the case of an applicant that is a corporation, a list of directors and officers, certified with the company seal.
14. ☐ In the case of an applicant that is a partnership, written evidence of registration under the *Partnership Act*. (Filed Form #1 - Declaration of Partnership)
15. ☐ In the case of an applicant that is a corporation, the Board may require a corporation to provide its by-laws.

Additional Required Documents - Bed and Breakfast & Remote Lodges

1. ☐ A written statement that the applicant will restrict the use of the proposed licensed premises to authorized patrons.
2. ☐ Written consent from the applicant allowing the inspection of the licensed premises during reasonable business hours, notwithstanding that the premises may be in a dwelling-house.

Additional Required Documents – Service Clubs MAY be required to also provide:

1. ☐ Financial statements for the applicant's most recent completed year.
2. ☐ A report on the financial statements prepared by an independent auditor.

Application Information

If the applicant is a corporation, Liquor Licensing Board approval is required for any prospective issue or transfer of shares that would result in a shareholder owning or controlling more than 10% of the voting rights attached to all outstanding shares of the corporation.

What is an on-site manager?

For the purposes of the Act and these regulations, a person is to be considered an “on-site manager” if he or she is responsible for managing the operations of the licence holder in respect of the licensed premises or manufacturing facility.

What is an associate?

For the purposes of the Act and the regulations, a person is to be considered an “associate” of an applicant or licence holder if:

1. the person and the applicant or licence holder are in a partnership within the meaning of the *Partnership Act*.
2. the person is a corporation and the applicant or licence holder has control of or direction over the person.
3. the applicant or licence holder is a corporation and the person has control of or direction over the applicant or licence holder.
4. both the person and the applicant or licence holder are corporations and both share common control or direction from the same person or group of persons.
5. the person has provided financing in an amount exceeding \$10,000 to the applicant or licence holder in relation to the business to be licensed; or
6. the person is the applicant's spouse, as defined in the *Family Law Act*.

A licence will not be issued or transferred to, or in respect of, a person if the person's on-site manager or associate:

1. has been convicted of an offence described in the *Liquor Regulations* and established under a law of Canada, the Northwest Territories, another territory or province.
2. has been charged with an offence and is awaiting a final disposition for an offence described in the *Liquor Regulations* and established under a law of Canada, the Northwest Territories, another territory or a province.
3. has been disqualified from holding a licence under 30(1) (b) of the *Liquor Regulations*.
4. is a liquor vendor; or

5. is party to an agreement with a liquor manufacturing or supplier for the sale of the liquor of the manufacturer or supplier.
6. if the spouse has been charged and is awaiting final disposition or has been convicted of an offence described in the *Liquor Regulations* and established under a law of Canada, the Northwest Territories, another territory or a province; has been disqualified from holding a licence under 30 (1) of the *Liquor Regulations*; or is party to an agreement with a liquor manufacturer or supplier for the sale of the liquor of the manufacturer or supplier.

Change of Information

If there are any informational changes from that submitted during a licensing year a Licence Holder shall, without delay, file with the Board the details or copies of any changes to the following: (if the Licence Holder was required to file the information as part of its original application)

- (a) its constating or establishment documents;
- (b) its bylaws;
- (c) its officers and directors;
- (d) its on-site managers;
- (e) its associates;
- (f) its shareholders.

Commissioner of Oath/Notary Public

The application must be sworn before a Commissioner for Oaths for the NWT otherwise it must be sworn before a Notary Public.

Fee Schedule for Applications

Initial application fee:	\$300.00	Annual (renewals) licence fee:	\$200.00
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Fee Schedule for Extensions (annual fees)

Mini Bar:	\$100.00
Room Service:	\$100.00
Banquet Room:	\$100.00

Applicants with memberships may be required to provide a current list of the names of all its members.

Should there be any discrepancies between the information provided above and the Liquor Act and Regulations, the Act and Regulations prevail.