

APPLICATION FOR RENEWAL OF A LIQUOR LICENCE

Instructions: 1. Complete **all** sections; 2. **Attach** any required documents; 3. Submit with **payment**.
If the application is incomplete, we cannot process the application.

Liquor Licence

Current Liquor Licence #:		Term of Renewal being Requested: ☐ 1 Year ☐ 2 Years	
Class of Licence to be Renewed (check one):	☐ Class A (Liquor Primary)	☐ Class B (Food Primary)	☐ Class C (Mobile) ☐ Class D (Liquor Incidental)

Applicant Information

Applicant Name:	First Name	Last Name
☐ Canadian Citizen ☐ Permanent Resident of Canada ☐ Corporation (registered in NWT)		
Corporation (enter the name of the public or private corporation, partnership, organization):		

Mailing Address

P.O. Box #:	Street Number:	Street Name:	
Community:		Territory/Province:	Postal Code:
Phone Number:		Email:	

On-site Manager

Name of On-site Manager:	First Name	Last Name
Mailing Address		
P.O. Box #:	Street Number:	Street Name:
Community:		Territory/Province:
Phone Number:		Email:

Establishment Information

Establishment Name:

Establishment Street Address

Street Number:

Street Name:

Community:

Territory/Province:

Postal Code:

Applicant is: ☐ Owner ☐ Tenant of the establishment premises.Name of Premises Owner First Name Last Name
(if Applicant is Tenant):**Owner's Mailing Address (if Applicant is Tenant)**

P.O. Box #:

Street Number:

Street Name:

Community:

Territory/Province:

Postal Code:

Business Phone Number:

Business Email:

Annual Rent:

Expiry Date of Lease:

Proposed Operating Hours (hours requested must fall **between 10:00 am and 2:00 am** of each business day)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
OPEN							
CLOSE							

Extensions (only if applicable)Please indicate if renewals are being requested for any of the following **existing** liquor extensions.
(For banquet room(s), indicate name and occupancy load for each room):

Extensions to Class A (Liquor Primary)	Extensions to Class B (Food Primary)	Extensions to Class D (Liquor Incidental)
☐ Mini-bar (tourist facility only)	☐ Mini-bar (tourist facility only)	☐ Mini-bar (tourist facility only)
☐ Off-premises	☐ Room Service (tourist facility only)	☐ Room Service (tourist facility only)
☐ Manufacturing	☐ Off-premises	☐ Banquet Room(s): _____ _____ _____ _____ _____
☐ Banquet Room(s): _____ _____ _____ _____ _____	☐ Bring Your Own Wine (BYOW) ☐ Manufacturing ☐ Banquet Room(s): _____ _____ _____ _____ _____	

Changes to Applicant Information

Have there been any changes to the information submitted in the application for the liquor licence since the licence was issued or last renewed?

Paragraph 19(1)(a) of the *Liquor Regulations* requires licence holders to include in their licence renewal application the details of any changes to the following information:

Contact Information: ☐ No changes ☐ Yes, this renewal application includes new contact information.

Floor Plan: ☐ No changes ☐ Yes, attached is the new floor plan. (*Note: Structural additions or alterations to the licensed premises require the prior written approval of the Board per s. 62 Regulations)

Occupant Load: ☐ No changes ☐ Yes, attached is the updated (dated within 3 months) new Occupancy Load Certificate.

Section 81 of the *Liquor Regulations* requires licence holders to notify the Board without delay of any changes to the following information:

(a) its establishment documents;

(c) its officers and directors;

(e) its associates;

(b) its bylaws;

(d) its on-site manager;

(f) its shareholders.

Officers/Directors: ☐ No changes ☐ Yes, attached is the updated list of officers/directors and criminal records checks issued within the last three months for each of the new officers/directors.

On-site Manager: ☐ No changes ☐ Yes, attached is the employment agreement and criminal records check issued within the last three months for the new on-site manager.

Associates: ☐ No changes ☐ Yes, attached is the updated list of associates and criminal records checks issued within the last three months for each new associate.

Shareholders: ☐ No changes ☐ Yes, attached is the updated list of shareholders.

Establishment documents: ☐ No changes ☐ Yes, attached are the updated establishment and/or corporate documents.

By-laws: ☐ No changes ☐ Yes, attached are the updated bylaws.

Other: ☐ No changes ☐ Yes, attached are an explanation of additional changes to the licensed business, along with supporting documents.

Charges or Convictions

Paragraph 5(1)(f) and subsections 5(2) and 5(3) of the *Liquor Act* specify that a liquor licence may not be issued to a licence holder, on-site manager, or associate who has outstanding charges or convictions for offences described under subsection 12(1) of the *Liquor Regulations* and established under a law of Canada, the Northwest Territories, another territory, or a province.

If the licence holder, on-site manager, or an associate has any outstanding charges or convictions (including sentences of absolute or conditional discharge) since the liquor licence was issued or last renewed it must be reported:

☐ No, there are no outstanding charges or new convictions.

☐ Yes, there are outstanding charges and/or new convictions.

An explanation of those matters are attached, along with supporting documents.

Subsection 12(3) of the *Liquor Regulations* provide for a licence holder to apply to the Board to exempt an offence where the offence was a minor infraction of the law or issuing the licence would not create an undue risk of harm to the public. Such an application for exemption must be made in writing.

☐ Attached is a written request with reasons to exempt an offence from prohibiting the renewal of this liquor licence.

Fines Levied

Have there been any fines levied against the licence holder since the licence was issued or last renewed?

☐ No

☐ Yes, attached are the receipts proving the fines have been paid.

Liquor Service

Complete this section for Class A (Liquor Primary) and Class B (Food Primary) only.

Have you sold liquor under your current liquor licence within the past six months?

☐ Yes

☐ No, attached is the explanation.

Board Condition

In order to renew a licence, proof must be provided that the on-site manager and servers have taken the NWT alcohol server training within the last 24 months.

Have the on-site manager and all servers (including bartenders) taken the NWT Server Training within the last 24 months?

☐ Yes, attached are the NWT Server Training Certificates for the employees who have taken the training.

☐ No, attached is a list of employees who have not taken the training.

Declaration

I certify that the information I have provided in or annexed to this application is correct.

Dated this _____ day of _____, 20 ____ .

Printed Name of Applicant

X

Signature of Applicant

Payment Method

☐ Cheque ☐ Money Order ☐ Credit Card

Total Amount Enclosed:

Credit Card Payment

PRINT Cardholder Name
as Shown on Credit Card:

SIGNATURE
of Card Holder: X

Credit Card Number:

Expiry Date:

3 digit CVV
(back of card):

Note: Credit Card information is not retained. Upon authorization of the payment request, all credit card information is destroyed.
Cheques and Money Orders can be made payable to the NWT Liquor Licensing Board.
Interac and cash payments can be made in person at the Hay River Board office.

Licence	Annual Fee
Class A (Liquor Primary)	\$200.00
Class B (Food Primary)	\$200.00
Class C (Mobile)	\$200.00
Class D (Liquor Incidental)	\$200.00
Manufacturing Licence	\$500.00
Manufacturer's Retail Outlet Licence	\$100.00

Extension	Annual Fee
Manufacturer's	\$100.00
Banquet Room	\$100.00
Mini-bar	\$100.00
Room Service	\$100.00
Off-premises	\$100.00
BYOW	\$100.00