



## **Approval to Extend a Licensed Premises**

If you are interested in extending your licensed premises, please use the following as a guideline of the requirements. *Please note: other agencies or departments may require information further to that which is listed below.*

| <b>Guidelines / Requirements</b>  | ✓ |
|---|---|
| <b>Newfoundland Labrador Liquor Corporation (NLC) Requirements</b>  |   |
| • Completed application for Approval to Extend a Licensed Premises (see attached)   |   |
| • Written Municipal approval  |   |
| • Written approval from the Provincial Fire Commissioner's Office   |   |
| • A detailed plan (drawn to scale on paper no larger than 8.5" x 14") outlining the proposed licensed area to be extended   |   |
| • Written approval from Buildings Accessibility and Fire & Life Safety (if applicable) ( <i>see Government Modernization and Service Delivery section below</i> ) |   |
| • Once all information is collected, an inspection may be conducted prior to a final decision on your application   |   |
| <b>Other Agency Requirements</b>  |   |
| <b>Government Modernization and Service Delivery</b>  |   |
| The proposed changes may need approvals from Buildings Accessibility and Fire and Life Safety. For more information, please call (709) 729-1038.                  |   |

Please note that the following requirements must be satisfied before an application is processed:

- (1) The extension of premises must be attached to the existing licensed premises and must be fenced in with double snow fencing.
- (2) Access to the extension of premises must take place from the licensed premises.
- (3) Only cans or disposable drinking containers are permitted to be used for the sale and consumption of alcoholic beverages within the extended premise.
- (4) Sufficient lighting shall be provided for evening functions.
- (5) All other requirements of the *Liquor Control Act* and *Liquor Licensing Regulations* with respect to the sale and consumption of alcoholic beverages will apply.

**Please note: The capacity of the licensed premises DOES NOT increase with the extension of premises in place.**



**APPLICATION FOR APPROVAL TO EXTEND A LICENSED PREMISES**

**\*Please note that a \$100.00 Application Fee is required**

1. Name of Licensee: \_\_\_\_\_ Licence #: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/Town/Community Postal Code

2. Purpose of extension and Date(s) & Time(s) required:

| Date | Start and End Times | Purpose |
|------|---------------------|---------|
|      |                     |         |
|      |                     |         |
|      |                     |         |

\_\_\_\_\_  
Signature of Applicant Phone Number Date

**This application must be approved and signed by the following authorities:**

|                            |                |                  |
|----------------------------|----------------|------------------|
| <b>Municipal Authority</b> |                |                  |
| _____<br>Signature         | _____<br>Title | _____<br>Phone # |
| _____<br>Comments          |                | _____<br>Date    |

|                       |                |                  |
|-----------------------|----------------|------------------|
| <b>Fire Authority</b> |                |                  |
| _____<br>Signature    | _____<br>Title | _____<br>Phone # |
| _____<br>Comments     |                | _____<br>Date    |

|                         |                |                  |
|-------------------------|----------------|------------------|
| <b>Police Authority</b> |                |                  |
| _____<br>Signature      | _____<br>Title | _____<br>Phone # |
| _____<br>Comments       |                | _____<br>Date    |

**Fee Payment:** Cheque: please make payable to **Newfoundland Labrador Liquor Corporation**  
Credit Card: please pay online at [https://nliquor.formstack.com/forms/license\\_payments](https://nliquor.formstack.com/forms/license_payments)

**Completed applications may be submitted via email, fax or mail to:**

**Email:** [corporateservices@nliquor.com](mailto:corporateservices@nliquor.com)

**Fax:** (709) 753-8625

**Newfoundland Labrador Liquor Corporation (Attn: Regulatory Services)**

**P.O. Box 8750, Stn. A**

**St. John's, NL A1B 3V1**

PRIVACY NOTICE The above information is collected under the authority of section 61(c) of the *Access to Information and Protection of Privacy (ATIPP) Act, 2015*. The information is collected for the purpose of administration and determining eligibility for the issuance of a licence. Personal information collected by NLC is protected under the *ATIPP Act*. If you have any questions about the collection or use of this information, please contact NLC's ATIPP Coordinator at (709) 724-1159.