



## **Delivery Service Licences – Guidelines and Application**

A Delivery Service licence may be issued to the owner or operator of a delivery service that is maintained, equipped and operated in a manner satisfactory to the board.

A Delivery Service licence authorizes the licensee or an employee of the licensee to deliver alcoholic liquor to persons who purchased the liquor with a meal prepared by a licensed establishment authorized under subsection 27(7) of the Liquor Control Act.

If you are interested in obtaining a Delivery Service licence in Newfoundland and Labrador please use the following as a guideline of list of application requirements that follow. Please note: other agencies or departments may require information further to that which is listed below.

<b>Newfoundland Labrador Liquor Corporation (NLC) Licence Requirements</b>	
• Completed application for a Delivery Service licence (see attached)	
• Completed Personal Data Sheets (enclosed) for all shareholders or directors	
• Current Certificate of Conduct for all directors/shareholders	
• If incorporated, please provide Notice of Directors form, The Corporations Act (Form 6)	
• All delivery persons shall be at least 19 years of age or older	
• All delivery persons shall have completed the Serve Responsible NL program offered by Hospitality NL	
• A current list of licensed establishments (including name of location and licence number) that the company services	
• Once all information is collected, a pre-licensing review will be conducted	



## APPLICATION FOR DELIVERY SERVICE LICENCE

**\*Please note:**

**An application fee of \$125 must accompany this application.**

**Delivery Service licences are also subject to an Annual Licensing Fee of \$125.**

Application is hereby made for a licence to deliver alcohol with meals prepared by a licensed establishment.

**1. Applicant Information:**

Name: \_\_\_\_\_ Position / title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**2. (a) Business name of establishment:**

\_\_\_\_\_

(b) **Physical** address of establishment (please complete **ALL FIELDS**)

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

(c) **Mailing** address of establishment (if different from above)

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_



**3. Is applicant sole owner?  Yes  No**

(a) If not sole owner, give particulars of agreements with any other party or parties

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(b) If a partnership, state separately each partner's investment and proportion of profit distribution:

Name	Investment	% Profit-sharing ratio
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(c) If a corporation, give:

Name:

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Date of Incorporation

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Public or Private Company

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Provincial or Federal Charter

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Officers and Directors (If more than four, please provide separate list)

Name	Mailing Address (including Postal Code)
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**Completed applications may be submitted via email, fax or mail:**

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

**Fax:** 709-753-8625

**NEWFOUNDLAND LABRADOR LIQUOR CORPORATION  
P.O. Box 8750, STN. A  
St. John's, NL A1B 3V1  
Attention: Regulatory Services**

**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.

## PERSONAL DATA SHEET

Name of Establishment for which this report is submitted
_____
Location
_____

Surname	Given Name(s)
_____	_____
Address	
_____	
Phone Number	Email Address
_____	_____
Date of Birth	Place of Birth
_____	_____
Place of Residence during past ten years	
_____	
_____	
_____	
_____	

Are you a police officer, inspector, law enforcement officer, NLC employee or Board member of NLC?
<input type="checkbox"/> YES <input type="checkbox"/> NO

Have there been any findings of guilt against you of an offense in Canada or the United States?
<input type="checkbox"/> YES <input type="checkbox"/> NO      If yes, please attach a certified copy of your criminal record.

The Royal Canadian Mounted Police, the Royal Newfoundland Constabulary or any other law enforcement agency is hereby authorized to supply the Newfoundland Labrador Liquor Corporation with any information which the Board considers pertinent to my application for a licence.	
_____	_____
Date	Signature of Applicant