



## **Institution Licences – Guidelines and Application**

An Institution licence may be issued to a corporate body or organization instituted and organized for an educational, medical or similar purpose and includes the designated premises used for any of those purposes.

If you are interested in obtaining an Institution liquor licence in Newfoundland and Labrador 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) Licence Requirements</b>	
• Completed application for a Liquor Establishment licence (see attached)	
• Completed Personal Data Sheets (enclosed) for each shareholder, director and/or officer who is in charge of the premises	
• Current Certificate of Conduct for each shareholder, director and/or officer who is in charge of the premises	
• Written Municipal approval	
• Written approval from the Provincial Fire Commissioner's Office	
• One set of floor plans, drawn to scale on paper no larger than 8.5" x 14", outlining the proposed licensed area and including dimensions of clearly identified rooms (including storage and the total number of fixtures in the men's and ladies' washrooms)	
• A current signed copy of a lease or purchase agreement, or another document that verifies ownership and/or legal possession of the establishment (e.g., Property Tax Bill)	
• Verification of posting of three public notices (see attached)	
• If incorporated, please provide Notice of Directors form, The Corporations Act (Form 6)	
• Written approval from Buildings Accessibility and Fire & Life Safety (see Government Modernization and Service Delivery section below)	
• Once all information is collected, a pre-licensing inspection will be conducted	
<b>Other Agency Requirements</b>	
<b>Government Modernization and Service Delivery</b> The proposed establishment will need approvals for Buildings Accessibility and Fire and Life Safety. For more information, please call (709) 729-1038.	



## **PUBLIC NOTICES**

A **Public Notice** measuring 8.5" x 11" must be posted on your proposed licensed establishment for three consecutive weeks. NLC will also post the notice on its website at [www.nliquorcorp.com](http://www.nliquorcorp.com) on your behalf. Please use the Public Notice template attached and send a copy to Regulatory Services via email to [corporateservices@nliquor.com](mailto:corporateservices@nliquor.com) prior to posting on your location.

**Please note that notices are valid for six months from the date of the last posting. If the six month period lapses, the applicant may be required to re-post.**

# NLC

## LIQUOR LICENCE APPLICATION

# PUBLIC NOTICE

OPERATING AS  
AT  
IN THE PROVINCIAL DISTRICT OF  
IS APPLYING FOR A

Choose an item.

to sell spirits, beers, and wines on premise.

---

Resident and community feedback is an important part of the application process. If you have any concerns, or object to this application, please send an email to: [licenseconcerns@nliquor.com](mailto:licenseconcerns@nliquor.com) by 4:30 p.m. on:

\* A copy of the feedback may be provided to the licence applicant.

\*\* Please contact your municipality if you have questions or concerns about zoning bylaws and requirements.





4. Is applicant sole owner?  Yes  No

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

\_\_\_\_\_

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

Name	Investment	% Profit-sharing ratio
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) If a corporation, give:

Name \_\_\_\_\_

Date of Incorporation \_\_\_\_\_

Public or Private Company \_\_\_\_\_

Provincial or Federal Charter \_\_\_\_\_

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

Name	Mailing Address (including Postal Code)
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State whether applicant will occupy building as owner or tenant

\_\_\_\_\_

5. Has the applicant ever applied for a licence for the sale of spirits, beers or wines in Canada or elsewhere either as an individual, a member of a partnership, or an officer, director or shareholder of a Corporation?

\_\_\_\_\_  
\_\_\_\_\_

6. Is the establishment to be managed by the applicant?  Yes  No  
If "No", by whom?

Name in Full	Address	Age
_____	_____	_____

7. Will the establishment be operated throughout the year or only seasonally? \_\_\_\_\_

If seasonally, period of operation: \_\_\_\_\_



**PART TWO**

**TO BE COMPLETED BY APPLICANTS APPLYING FOR AN INSTITUTION LICENCE OR MILITARY LICENCE**

1. Name of Institution, Club, Branch, Lodge, Division or Mess \_\_\_\_\_
2. Incorporated or chartered \_\_\_\_\_ Date \_\_\_\_\_
3. Please provide separate list of executive including names, titles, addresses and telephone numbers.
4. State date on which Institution or Club commenced active operation \_\_\_\_\_

**PART THREE**

**TO BE COMPLETED BY APPLICANTS APPLYING FOR A TRANSPORTATION SERVICE LICENCE**

1. Name and address of Company or Organization:  
\_\_\_\_\_  
\_\_\_\_\_
2. Indicate type of transport for which this application is being made:  
\_\_\_\_\_

---

---

**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

## 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