



Manufacturer's Retail Licences – Guidelines and Application

If you are interested in obtaining a Manufacturer's Retail 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.

Guidelines / Requirements	✓
Newfoundland Labrador Liquor Corporation (NLC) Licence Requirements	
<ul style="list-style-type: none">• Completed application for Manufacturer's Retail licence (see attached)	
<ul style="list-style-type: none">• Completed Personal Data Sheets (enclosed) for each shareholder, director and/or officer who is in charge of the premises	
<ul style="list-style-type: none">• Current Certificate of Conduct for each shareholder, director and/or officer who is in charge of the premises	
<ul style="list-style-type: none">• Written Municipal approval	
<ul style="list-style-type: none">• 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 (e.g., storage)	
<ul style="list-style-type: none">• 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)	
<ul style="list-style-type: none">• If incorporated, please provide Notice of Directors form, The Corporations Act (Form 6)	
<ul style="list-style-type: none">• Once all information is collected, a pre-licensing inspection will be conducted	



APPLICATION FOR MANUFACTURER'S RETAIL LICENCE

***Please note:**

An application fee of \$125 must accompany this completed form.

All licences are subject to an Annual Licensing Fee. For more details please see the Licence Fee Schedule.

PART 1

FOR INDIVIDUAL ONLY

NAME OF APPLICANT IN FULL		
<hr/>		
SURNAME	FULL GIVEN NAME	
<hr/>	<hr/>	
HOME MAILING ADDRESS (PLEASE INCLUDE POSTAL CODE)	BUSINESS MAILING ADDRESS (PLEASE INCLUDE POSTAL CODE)	
<hr/>	<hr/>	
TELEPHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
<hr/>	<hr/>	<hr/>

FOR CORPORATION

(Please provide a certified copy of The Corporations Act, Notice of Directors, Form 6 from Registry of Companies)

NAME OF COMPANY		CONTACT PERSON	
<hr/>		<hr/>	
ADDRESS	CITY/TOWN	POSTAL CODE	
<hr/>	<hr/>	<hr/>	
TELEPHONE NUMBER	FAX NUMBER	EMAIL ADDRESS	
<hr/>	<hr/>	<hr/>	

FOR PARTNERSHIP (registered under the Partnership Act or Limited Partnership Act)

PARTNER NAME	ADDRESS	PHONE NUMBER
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>



PART 2 - LOCATION OF PREMISES FROM WHICH BUSINESS IS TO BE OPERATED

IS THERE A CURRENT LICENCE IN PLACE? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state licence number:
BUSINESS NAME OF ESTABLISHMENT:
PLEASE GIVE COMPLETE CIVIC ADDRESS (STREET # OR RR#). IF NO STREET ADDRESS, PLEASE DESCRIBE LOCATION TO NEAREST COMMUNITY:
WILL APPLICANT OCCUPY BUILDING AS TENANT OR OWNER? <input type="checkbox"/> Tenant <input type="checkbox"/> Owner

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

Email: 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