



## **Transfer of Club Licences – Guidelines and Application**

A club licence may be issued to a corporation, society or association of persons organized or carried on for purposes of a social, fraternal, athletic nature or as a military mess, but not for monetary gain, and includes the premises occupied or used for that purpose.

If you are interested in transferring a Club 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 Transfer of Existing Liquor Establishment licence (see attached)	
• 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, 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)	
• A letter from the current licensee agreeing to transfer the licence	
• A letter from the current licensee permitting you to operate on their licence until your licence has been approved	
• If incorporated, please provide Notice of Directors form, <i>The Corporations Act</i> (Form 6)	
• Written approval from Buildings Accessibility and Fire & Life Safety (this is only required if renovations have been completed, please advise; <i>see Government Modernization and Service Delivery section below</i> )	
• 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 from Buildings Accessibility and Fire and Life Safety. For more information, please call (709) 729-1038.	



## **NOTICE TO APPLICANTS FOR TRANSFER OF LIQUOR ESTABLISHMENT LICENCE**

### **Section 28                      Liquor Licensing Regulations**

**“An application for the approval of the Board for a transfer of a licence shall be forwarded to the Board at least 30 days before the date proposed for the transfer.”**

**Please note that upon receipt of application, all required documentation is to be forwarded to the Newfoundland Labrador Liquor Corporation within 30 days. Applicants failing to comply will not be in a legal position to operate.**



4. 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 \_\_\_\_\_

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)
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State whether applicant will occupy building as owner or tenant

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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?

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

Name in Full	Address	Age
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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:  
\_\_\_\_\_

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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

## 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