

## LIQUOR LICENSE APPLICATION REQUIREMENTS

Dining Room  Lounge  Special Premises  Tourist Home  Club  Military Canteen  Caterer's  Package Sales

→ **THE APPLICANT MUST SUPPLY ALL INFORMATION REQUIRED IN ITS FINAL FORM AT LEAST 14 DAYS IN ADVANCE BEFORE ANY APPLICATION IS CONSIDERED FOR LICENSING.**

1. APPLICATION FORM ACCOMPANIED WITH NON-REFUNDABLE APPLICATION FEE.
2. PERSONAL HISTORY REPORT(S), FORM #16.
3. DETAILED FLOOR PLAN OUTLINING PROPOSED LICENSED AREA AND INCLUDING DIMENSIONS OF CLEARLY IDENTIFIED ROOMS, PATIOS, ETC. (INCLUDING STORAGE AND THE TOTAL NUMBER OF FIXTURES IN THE MEN'S AND LADIES' WASHROOMS).
4. ROOMS TO BE LICENSED FORM WITH MEASUREMENTS.
5. PROOF OF OWNERSHIP OR LEGAL ENTITLEMENT TO OCCUPY FOR THE PREMISES BEING LICENSED IN THE FORM OF A LEASE OR DEED.
6. COMPLETE COPY OF LETTERS PATENT, CONSTITUTION AND BYLAWS, AS APPLICABLE, IF APPLICANT IS A CORPORATION, CLUB OR ASSOCIATION.
7. RESOLUTION OF MEETING OF OFFICERS AUTHORIZING THE APPLICANT TO APPLY ON BEHALF OF THE CORPORATION, CLUB OR ASSOCIATION.
8. LIST OF DIRECTORS AND OFFICERS OR LIST OF PARTNERS.
9. CERTIFICATE OF GOOD STANDING FOR CORPORATION (IF APPLICANT IS A CORPORATION).  
CONTACT: DEPT. OF JUSTICE AND PUBLIC SAFETY 902-368-4509
10. WRITTEN SUPPORT FROM THE COMMUNITY IN WHICH THE PREMISE IS LOCATED.
11. PROOF OF COMPLIANCE WITH THE FIRE PREVENTION ACT.  
CONTACT: PROVINCIAL FIRE MARSHAL'S OFFICE 902-368-4869
12. PROOF OF COMPLIANCE WITH THE PUBLIC HEALTH ACT.  
CONTACT: ENVIRONMENTAL HEALTH 902-368-4970
13. COPY OF MENU WHERE APPLICABLE - FOOD AND LIQUOR: LIQUOR MENU MUST INCLUDE PRICES
14. PROPOSED HOURS OF OPERATION FORM
15. PROOF OF VALID RESPONSIBLE BEVERAGE SERVICE CERTIFICATE.
16. CLUB APPLICATION - CERTIFIED LIST OF MEMBERS.
17. TOURIST HOME APPLICATION - CONFIRMATION OF CANADA SELECT DESIGNATION.
18. PACKAGE SALES APPLICATION - LIST OF PRODUCTS TO BE SOLD WITH PRICES.

**CATERER'S and PACKAGE SALES:** REQUIREMENTS 2 - 18 IN MOST CASES NOT NEEDED AS PEILCC HAS ON FILE.

**ONCE ALL INFORMATION IS RECEIVED, A LIQUOR INSPECTOR WILL COMPLETE AN INSPECTION PRIOR TO A FINAL DECISION ON YOUR APPLICATION. YOU WILL THEN BE NOTIFIED ACCORDINGLY.**

**APPLICATION FEES - NON-REFUNDABLE:**

DINING ROOM, LOUNGE, SPECIAL PREMISES, CLUB - \$200; MILITARY CANTEEN, TOURIST HOME - \$100;  
CATERER'S, PACKAGE SALES - NO FEE

**LICENSE FEE:** ALL LICENSES SUBJECT TO ANNUAL LICENSE FEE.