

1 Application is on behalf of:

- Company: _____
- Partnership: _____
- Sole Proprietor: _____

2 Applicants information:

Name: _____ Position / title: _____
Address: _____
Phone numbers: _____ Fax #: _____
Email: _____

3 Civic address of premises to be licensed including postal code:

(postal code)

4 Type of license:

- Eating Establishment
- Eating Establishment WITH Lounge (2 licenses)
- Lounge (you must already have an eating establishment liquor license)
- Beverage Room
- Cabaret

5 STATUTORY DECLARATION (Form must be notarized)

I (we) print name(s) _____

do solemnly declare:

THAT I (we) hereby apply for the type of license noted above pursuant to the Liquor Control Act and Liquor Licensing Regulations;

AND THAT I(we) am nineteen years of age or over:

AND THAT I (we) am a Canadian Citizen or Permanent Resident of Canada or a corporation authorized to carry on business in the Province whose officer, agent or manager in charge of the premises for which the license is issued is personally qualified as provided in clause 48 (3) (a) of the Act;

AND THAT the particulars furnished by me and forming the application for a liquor license and all subsequent documents submitted in support of this application are true and correct statements of fact and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Applicant(s) Signature: _____

SWORN before me at _____ in the

Province of Nova Scotia this _____ day of _____ A.D. 20_____

Signature: A Justice of the Peace or Commissioner of Oaths

Return the form, payment and supporting documents to:

Attention: Manager of Licensing
Alcohol & Gaming Division
780 Windmill Road, 2nd Floor
P.O. Box 545
Dartmouth, NS B2Y 3Y8
FAX: 902-424-6313
Questions? 902-424-6160 or Toll Free 1-877-565-0556
E-mail: AGDLicense@gov.ns.ca

Office Use Only:
Ref #:

Documents required with permanent liquor license application:

1. Personal History Report form: for each shareholder / owner and Manager.(see enclosed forms)	<input type="checkbox"/>
Criminal Records Check for each shareholder / owner and Manager	<input type="checkbox"/>
Letters of Reference (3 for each shareholder/owner)	<input type="checkbox"/>
2. Deed. If the applicant owns the property.	<input type="checkbox"/>
3. Lease. If the applicant leases or rents the property.	<input type="checkbox"/>
4. Purchase Agreements. If the applicant has purchased assets, property, etc.	<input type="checkbox"/>
5. Zoning Letter. From the municipal office. Tell the municipal office what kind of liquor license you are applying for. (Eating Establishment, Lounge, Beverage Room, etc)	<input type="checkbox"/>
6. Certificate of Incorporation (If applicable)	<input type="checkbox"/>
7. Directors', Officers' & Shareholders' Registers (If applicable)	<input type="checkbox"/>
8. Partnership Registration Certificate (If applicable)	<input type="checkbox"/>
9. Completed Floor Plans (see enclosed sample)	<input type="checkbox"/>
10. Menu	<input type="checkbox"/>
11. Financial Disclosure Form (see enclosed form)	<input type="checkbox"/>
12. Letter from Financial Institution: proof of financing.	<input type="checkbox"/>
13. Health Permit (you can provide this later if you don't have it yet)	<input type="checkbox"/>
14. Fire Marshal or Fire Official approval (you can provide this later if you don't have it yet)	<input type="checkbox"/>
15. Entertainment: Complete the enclosed Notification of Entertainment form.	<input type="checkbox"/>

Premises information:

1. What is (or will be) the name of the Premises / Business: (restaurant name, lounge name)

2. What is the current status of the premises?

Operational. For how long ? _____

Existing and under renovations. Proposed completion date. _____

Existing with cosmetic changes only. Proposed completion date. _____
(painting, flooring, décor changes)

Not yet constructed. Proposed completion date. _____

FEES:

<i>Type of License(s)</i>	<i>Application Fee</i>	<i>3 Year License Fee</i>	<i>Total</i>
Eating Establishment only	\$285.84	\$514.50	\$800.34
Eating Establishment WITH Lounge (2 licenses)	\$571.68	\$1,029.00	\$1,600.68
Lounge (you must already have an eating establishment liquor license)	\$285.84	\$514.50	\$800.34
Beverage Room	\$285.84	\$514.50	\$800.34
Cabaret	\$285.84	\$1,715.04	\$2,000.88

Visa/Mastercard: _____ expiry _____

Cheques are payable to: ***NS Alcohol & Gaming Division***

Front Application Form:

1. Is the business being run by a company, a partnership or just one owner (sole proprietor)? Check the appropriate box and provide the name of the company, the partnership or the proprietor's name.
2. Applicant's information: This is the person who is authorized to apply for the liquor license.
3. Civic address of premises: provide the civic number, street name, town / city name, and postal code of the building where the licensed establishment will be located.
4. Type of license: if you need help on which type of license(s) you require you can contact the Alcohol & Gaming Division or refer to the N.S. Liquor Licensing Regulations:
<http://www.gov.ns.ca/just/regulations/regs/lclicens.htm>
5. Statutory Declaration. This must be completed by the applicant **and** notarized by a Justice of the Peace or Commissioner of Oaths.

Documents required for permanent liquor license application:

1. Personal History Report Licensee form: For a company, each shareholder who will be involved in the day to day operation of the business must complete this form. Other shareholders must attach a letter stating they will not be involved in the day to day operations.

For a **partnership** each partner must complete the Personal History Report form.

A **sole proprietor** must complete the Personal History Report form.

Criminal Records Check: Each person who completes a personal history report form, must also submit a criminal records check obtained from the RCMP. If there are any convictions, details must be provided by fingerprint verification or copy of the RCMP abstract listing the details.

Reference Letters: Each person who completes a *Personal History Report Form Licensee*, must also submit 3 character reference letters.

Personal History Report Manager: This form needs to be completed by the person who will be the Manager of the business, if different from the licensee / owner. The form must be signed by the licensee / owner of the business. The Manager must submit a criminal records check. If there are any convictions, details must be provided by fingerprint verification or copy of the RCMP abstract listing the details. Reference letters are not required for the Manager.

2. Deed. If the applicant owns the property, provide a copy of the Deed.
3. Lease. If the applicant is leasing or renting the property, provide a copy of the agreement. The lease or rental agreement must be in the name of the company, partnership or proprietor name that is applying for the license.
4. Purchase agreements. If the applicant has purchased any property or assets, provide a copy of those purchase agreements.
5. Zoning letter. Contact the municipal office where the business is located and request a ***zoning confirmation letter***. Let the municipal office know which type of liquor license you are applying for. The zoning letter must clearly state that a "licensed eating establishment" or "lounge" or "beverage room" or "cabaret" is a permitted use.
6. Certificate of Incorporation. If the application is on behalf of a company, provide a copy of your Certificate of Incorporation. The company must be registered in Nova Scotia or New Brunswick.
7. Directors', Officers' & Shareholders' Registers. If the application is on behalf of a company, provide a copy of the registers listing all the directors, officers and shareholders.

Continued.....

GUIDE FOR COMPLETION OF PERMANENT LIQUOR LICENSE APPLICATION: Page 2

8. Partnership Registration Certificate. If the application is on behalf of a partnership, provide a copy of your Partnership Registration Certificate. The partnership must be registered in Nova Scotia or New Brunswick.
9. Floor plan. There is a sample floor plan enclosed in the application package. The proposed floor plan must include all dimensions and square footages. Your customer accommodation or occupancy will be based on 12 sq. ft. per person unless the Fire Marshal calculates a lower number.
10. Menu. Provide a copy of your menu or proposed menu.
11. Financial Disclosure (form enclosed with application). Provide the information on any money invested or money borrowed for the business. This could include loans, mortgages, grants, personal funds, etc.
12. Letter from financial institution. Provide a letter from your financial institution(s) providing proof of the financing or funds invested as indicated on the Financial Disclosure form.
13. Health Permit (Food Establishment Permit). Provide a copy of this permit if you have one. If the business is not operational yet, you can provide this later. Your license application can be approved but not issued until this is received.
14. Fire Marshal or Fire Official approval. Provide a copy of approval from the Provincial or Municipal Fire Safety Inspection Officer. If the business is not operational yet, you can provide this later. Your license application can be approved but not issued until this is received.
15. Entertainment. Complete the Notification of Entertainment form. Include details on the type of entertainment to be provided. If you plan to offer adult or exotic entertainment you must get approval from the municipal zoning office.

Fees:

You must submit the “**application fee**” with your application. The *3 year license fee* can be paid later, but must be paid before your license is issued.

Cheques are payable to NS Alcohol & Gaming Division.

Personal History Report Forms:

Personal History Report Licensee form: For a company, each shareholder who will be involved in the day to day operation of the business must complete this form. Other shareholders must forward a letter stating they will not be involved in the day to day operations.

For a **partnership** each partner must complete the personal history report form.

A **sole proprietor** must complete the personal history report form.

Criminal Records Check: Each person who completes a personal history report form, must also submit a criminal records check obtained from the RCMP. If there are any convictions, details must be provided by fingerprint verification or copy of RCMP abstract listing the details.

Reference Letters: Each person who completes a Personal History Report Form Licensee, must also submit 3 character reference letters.

Personal History Report Manager: This form needs to be completed by the person who will be the manager of the business, if different from the licensee / owner. The form must be signed by the licensee / owner of the business. The Manager must submit a criminal records check. If there are any convictions, details must be provided by fingerprint verification or copy of the RCMP abstract listing the details. Reference letters are not required for the Manager.

Continued.....

Financial Disclosure Form

Financial Disclosure (form enclosed with application). Provide the information on any money invested or money borrowed for the business. This could include loans, mortgages, grants, personal funds, etc.

Letter from financial institution. Provide a letter from your financial institution(s) providing proof of the financing or funds invested as indicated on the Financial Disclosure form.

Notification of Entertainment

Complete the enclosed Notification of Entertainment Form. Provide details on the type of entertainment you will be offering. If you plan to offer adult or exotic entertainment you must get approval from the municipal zoning office.

How long before the license is approved:

Upon receipt of a completed application package, your application will be sent to the N.S. Utility and Review Board for consideration. For most Eating Establishment Liquor Licenses, it may take upwards of 3 to 6 weeks before your license is approved.

For a Lounge, Beverage Room and Cabaret license, a public hearing is necessary. It may take 2-3 months for the Board to set a hearing date. If there are no objections to the license, the license is usually approved that day and can be issued in a day or two if there are no outstanding documents.

FINANCIAL DISCLOSURE FORM:

Provide details on funding for this project.

1. Did you borrow money ? (loan, mortgage, etc.)

Details and amount(s): _____

2. Were personal funds invested by owner or shareholders?

Details and amount(s): _____

3. Did you receive Government financial assistance or grants ?

Details and Amount(s): _____

4. Other sources of funding: _____

Attach supporting documents:

5. Provide proof of the financing noted above (attach copies of loan agreements, letter from your bank(s), etc).

6. The Nova Scotia Utility and Review Board files are open to the public. Should you wish to request that personal or financial information be filed in confidence with the Board, this request must be made to the Utility and Review Board in writing and can accompany this application.

PERSONAL HISTORY REPORT LICENSEE / APPLICANT

Last Name: _____ First & Middle Name: _____

Address: _____

Postal Code: _____ Phone Number _____ Fax #: _____

Email: _____

Are you 19 Years of age or over? Yes _____ No _____ Date of Birth: _____

Are you a Canadian Citizen or Permanent Resident of Canada: Yes _____ No _____

Name of Licensed Premises for which this application is made: _____

Will you take part in the daily operation of the business for which the application is made? Yes _____ No _____

Will you be the on-site Manager of the business? Yes _____ No _____

Have you ever been convicted of a criminal offence? Yes _____ No _____

Are you currently on probation, supervision, parole or restricted by any type of court order: Yes _____ No _____

****Your Criminal Records Check Must Be Attached** (obtained from appropriate RCMP office). If there are any convictions, details must be provided by fingerprint verification or copy of RCMP abstract listing the details.

Have you ever applied for a license for the sale of liquor in Canada, or elsewhere, either as an individual, a member of a partnership, or as an officer, director or shareholder of a corporation? Yes _____ No _____

Have you any interest, direct or indirect, in any business where alcoholic beverages are manufactured or sold?

Yes _____ No _____ If yes, give details: _____

Give names and attach character reference letters from three responsible persons on your behalf:

Please note that a letter of reference cannot be from anyone associated with the license

<u>Name</u>	<u>Occupation</u>
_____	_____
_____	_____
_____	_____

Give details of employment over the last 2 years including present occupation.

Dates	Occupation	Name & Address of Employer
_____	_____	_____
_____	_____	_____
_____	_____	_____

Licensee / Applicant Signature: _____

Date: _____

Attach supporting documents:

-Your Criminal Records Check Must Be Attached (obtained from appropriate RCMP office). If there are any convictions, details must be provided by fingerprint verification or copy of RCMP abstract listing the details.

-3 Character Reference Letters.

-In the case of a CLUB LIQUOR LICENSE, please provide minutes of the meeting approving the executive.

PERSONAL HISTORY REPORT MANAGER

TO BE COMPLETED BY PROPOSED MANAGER:

Last name: _____ First Name: _____

Address: _____ Postal Code: _____

Bus. Phone #: _____ Fax #: _____ E-mail: _____

Name of Licensed Premises: _____

Are you a Canadian Citizen or Permanent Resident of Canada: Yes _____ No _____

Are you 19 Years of age or over? Yes _____ No _____ Date of Birth: _____

Have you ever been convicted of a criminal offence? Yes _____ No _____

****Your Criminal Records Check must be attached (obtained from appropriate RCMP office). If there are any convictions, details must be provided by fingerprint verification through the RCMP or copy of RCMP abstract listing the details.**

Give Details of Employment over the last year including present occupation.

Dates	Occupation	Name & Address of Employer
_____	_____	_____
_____	_____	_____

To be completed by Manager:

I, _____ do solemnly declare:

(Please Print)

That I hereby apply to be appointed manager of the above noted premises pursuant to the Liquor Control Act and Regulations.

That the particulars furnished by me in forming the application and that all documents submitted in support of this application are true and correct statements of fact and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act;

Signature of Applicant _____ Date _____

To be completed by Licensee / Owner:

I, _____ acknowledge and confirm that:

Please Print Name (License Holder/Owner/Club President)

the above noted individual is making application to be appointed as Manager for the above noted premises, and that the above application is being made pursuant to the Liquor Control Act and Regulations.

Signature of License Holder _____ Date _____

Attach supporting documents:

-Your Criminal Records Check Must Be Attached (obtained from appropriate RCMP office). If there are any convictions, details must be provided by fingerprint verification or copy of RCMP abstract listing the details.

NOTIFICATION OF ENTERTAINMENT

ESTABLISHMENT NAME: _____

ESTABLISHMENT ADDRESS: _____

1) Please give details of the type of entertainment proposed:

TYPE OF ENTERTAINMENT	No	Yes	Details (Rock, Country, Jazz, Karaoke, etc)
Live Amplified Entertainment			
Live <u>NON</u> - Amplified Entertainment			
Amplified <u>Background</u> Entertainment			
Patron Dancing			
Adult Entertainment			

Additional Information:

2) Is your premises soundproofed (walls and ceiling) to prevent noise leakage to the exterior?

 Yes No

 3) Are the windows able to be open? Yes No

 4) Does your premises have air conditioning? Yes No

5) Size of Stage Area: _____

6) Size of Dance Floor (if applicable): _____

7) Your Floor Plan must show the stage and dance floor area if applicable.

Signature of Licensee: _____ Date: _____

What the AGD Expects on a Floor Plan

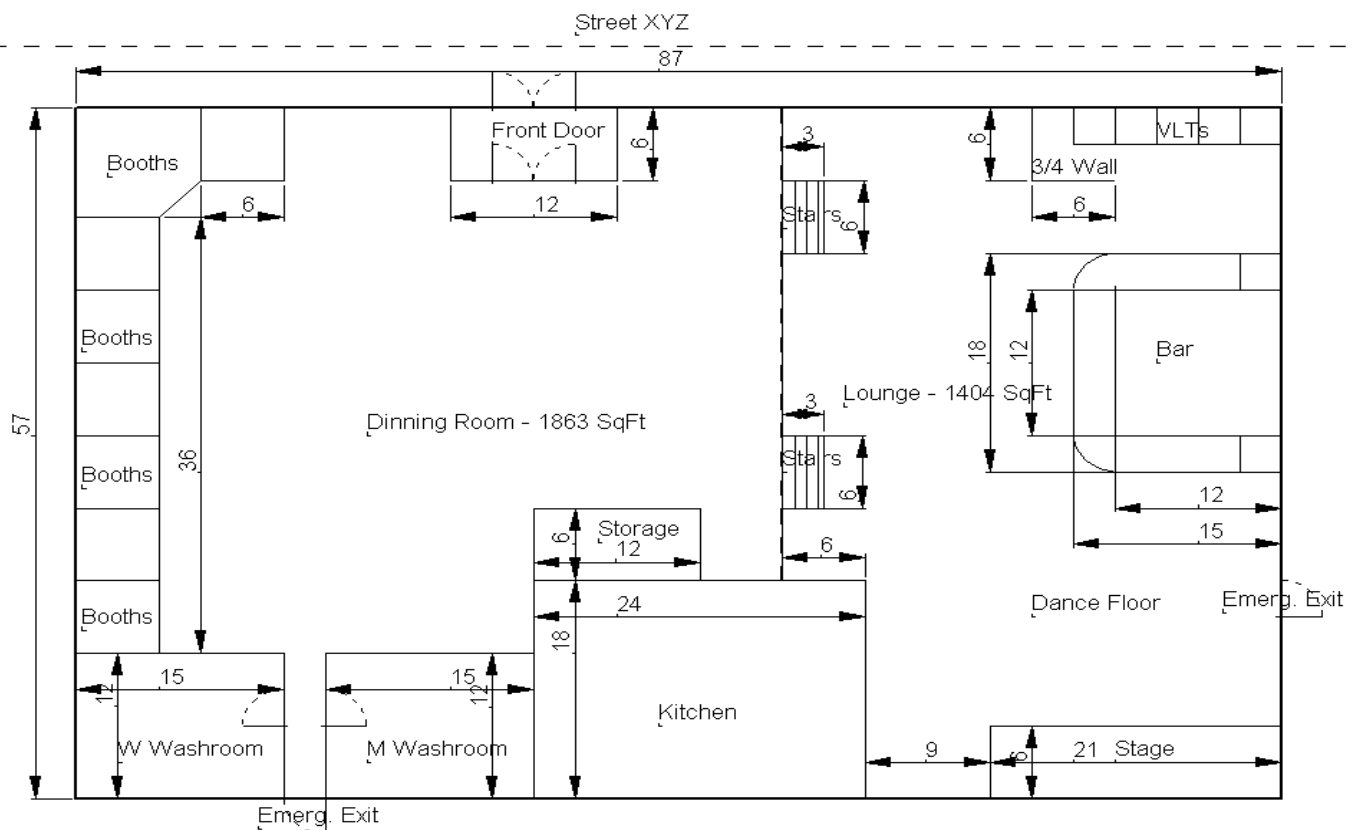
Definition:

Floor plans are to provide a "bird's eye view" of the different floor levels of the premises. They show scaled dimensions of the premise and include rooms, fixed furnishings (unmovable objects), and other significant items.

Minimum information requirements for floor plan include, but are not limited to, the following:

- Title – Premises Name
- Scale – must be the same for all components of the plan
- Room names – if applicable
- Dimensions and total square footage of all:
 - Floors – identify any stairs, raised or lowered sections
 - Rooms
 - Fixed Furnishing – ex: pool table
 - Fixed Equipment – ex: bar
- Division of license types (Eating Establishment area vs. Lounge area)
- Door locations, sizes, and purposes
- VLT Locations – if applicable
- Proposed patron Square footage,
 - Which may include all open areas to the public, for example:
 - Dance floor
 - Booths and tables
 - Patios
 - Open aisle ways
 - Which must exclude:
 - Washrooms
 - Kitchen(s)
 - Bar(s)
 - Areas restricted to employees
 - Stairwells
 - Hallways
 - Other unusable space

Sample Floor Plan. This drawing was created with Free Software called TigerCAD.





Service Nova Scotia & Municipal Relations
Alcohol & Gaming Division
