

**PLEASE NOTE:****Present License Holder**

**Section A** of the front application form **and** the NSLC Release form must be completed by the present license holder (see enclosed guide for further information).

The liquor license(s) will remain the responsibility of the present license holder until the transfer has been approved. You will be notified by mail, fax, or e-mail when the transfer of the license has been approved. This can take 3-4 weeks after a complete application has been received.

Should you wish to request that the license(s) be suspended until the transfer has been approved, please write to:

NS Alcohol & Gaming Division

Attn: Manager of Licensing

PO Box 545,

Dartmouth, NS B2Y 3Y8

Fax: 424-6313.

**Section B** of the front application form and all other remaining documents and forms must be completed by the new license holder(s) / new shareholder(s).

**A. To be completed by Present License Holder: (print clearly)**

1. Establishment Name: \_\_\_\_\_

2. Establishment Address: \_\_\_\_\_

3. Present License Holder information:

Company: \_\_\_\_\_

Partnership: \_\_\_\_\_

Sole Proprietor: \_\_\_\_\_

4. Type of License(s) and License number(s):

Eating Establishment – License # \_\_\_\_\_

Eating Establishment WITH Lounge – License #'s \_\_\_\_\_ & \_\_\_\_\_

Special Premises – License # \_\_\_\_\_

Beverage Room – License # \_\_\_\_\_

Cabaret – License # \_\_\_\_\_

5. This is a transfer of:  License(s) (from one owner or company to another owner or company)

OR  Shares of a company (new or different shareholders)

6. Applicant's information:

Name: \_\_\_\_\_ Position / title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone numbers: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

7. Additional Signatures:

\_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

**B. To be completed by New Owner / Shareholders:**

1. New license holder / owner / shareholders will be:

Company: \_\_\_\_\_

Partnership: \_\_\_\_\_

Sole Proprietor: \_\_\_\_\_

OR  New Shareholder(s) will be: \_\_\_\_\_

**2. STATUTORY DECLARATION OF NEW OWNER / SHAREHOLDERS (This 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 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 permanent 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.

New Owner / Shareholders 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**



**RELEASE OF LICENSEE ACCOUNT STATUS**

Please forward completed forms to the NSLC by :

E-Mail ( **accounts.receivable@thenslc.com** ),

facsimile (**902-450-6034 and 902-450-6039**) or courier.

Nova Scotia Liquor Corporation

Accounts Receivable Dept.

93 Chain Lake Drive

Halifax, NS B3S 1A3

**FROM:**

\_\_\_\_\_

(Name of Present License Holder)

**DATE:**

\_\_\_\_\_

**RE. License Number:**

\_\_\_\_\_

(License Number of Applicant)

**This will confirm and authorize that the NSLC may release any and all information pertaining to:**

\_\_\_\_\_

(Name & number of licensed premise)

**to:**

\_\_\_\_\_

(Name of proposed new owner / transferee)

**and this direction shall be the NSLC's good and sufficient authority for so doing.**

**The information should be forwarded to: (supply e-mail address, fax number or mailing address):**

**Yours truly,**

\_\_\_\_\_

**Signature of Present License Holder**

**Transfer of License – Documents Required:**

1. Personal History Report forms: for each shareholder / owner and Manager.(see enclosed forms)	<input type="checkbox"/>
Criminal Records Checks for each shareholder / owner and Manager	<input type="checkbox"/>
Letters of Reference (3 for each shareholder/owner)	<input type="checkbox"/>
2. Deed. If you own the property.	<input type="checkbox"/>
3. Lease. If you lease or rent the property.	<input type="checkbox"/>
4. Purchase Agreements. If you have purchased assets, property, etc.	<input type="checkbox"/>
5. Cert. of Incorporation (If applicable)	<input type="checkbox"/>
6. Directors', Officers' & Shareholders' Registers (If applicable)	<input type="checkbox"/>
7. Partnership Registration Certificate (If applicable)	<input type="checkbox"/>
8. Menu	<input type="checkbox"/>
9. Financial Disclosure Form (see enclosed form)	<input type="checkbox"/>
10. Letter from Financial Institution: proof of financing.	<input type="checkbox"/>
11. Health Permit	<input type="checkbox"/>
12. Nova Scotia Liquor Corporation Form (see enclosed form) to confirm that there are no outstanding amounts owed under the license. This form must be completed by the present license holder.	<input type="checkbox"/>
13. Video Lottery Terminals: If the business has Video Lottery Terminals, provide a letter of good standing from the Atlantic Lottery Corporation.	<input type="checkbox"/>
14. Floor Plans: If you are doing renovations, you must submit a floor plan. (see enclosed sample)	<input type="checkbox"/>
15. Fire Marshal or Fire Official approval if you are doing renovations.	<input type="checkbox"/>

**Transfer of Shares – Documents Required:**

1. Personal History Report forms: for each new shareholder	<input type="checkbox"/>
Criminal Records Checks for each new shareholder	<input type="checkbox"/>
Letters of Reference (3 for each new shareholder)	<input type="checkbox"/>
2. Purchase / Share Transfer Agreement(s)	<input type="checkbox"/>
3. Directors', Officers' & Shareholders' Registers	<input type="checkbox"/>
4. Financial Disclosure Form (form attached)	<input type="checkbox"/>
5. Letter from Financial Institution: proof of financing.	<input type="checkbox"/>
6. Nova Scotia Liquor Corporation Form (see enclosed form) to confirmation that there are no outstanding amounts owed under the license.	<input type="checkbox"/>
7. Video Lottery Terminals: If the business has Video Lottery Terminals, provide a letter of good standing from the Atlantic Lottery Corporation	<input type="checkbox"/>

Service Nova Scotia & Municipal Relations  
Alcohol & Gaming Division

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**FEES:**

<i>License Type</i>	<i>Transfer Fee</i>
Eating Establishment	\$114.02
Eating Establishment WITH Lounge	\$228.04
Special Premises	\$114.02
Beverage Room	\$114.02
Cabaret	\$114.02

Visa/Mastercard: \_\_\_\_\_ expiry \_\_\_\_\_

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

**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. \_\_\_\_\_

**Return the forms, payment and supporting documents to:**

Attention: Manager of Licensing

Alcohol & Gaming Division

P.O. Box 545

780 Windmill Road, 2<sup>nd</sup> Floor

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](mailto:AGDLicense@gov.ns.ca)

Office Use Only:

Ref #:

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**Front Application Form :**

**A: To be completed by Present License Holder:**

1. The operating name of the business (restaurant name, lounge name).
2. The civic address of the business.
3. Present license holder information: Is the liquor license currently held by a company, partnership or by a sole proprietor. Check the appropriate box and provide the name of the company or partnership or sole proprietor.
4. Type of license(s) and License number(s): Indicate the type of liquor license(s) held and provide the license number(s).
5. This is a transfer of: If the liquor license(s) are being transferred to a new company or to a new partnership or to a new sole proprietor, this is a **License** transfer. If a company is transferring all or some of their shares in the company, this is a **Share** transfer.

Please check the appropriate box.

6. Applicant’s information: In the case of a **License Transfer**, this must be completed by the authorized representative of the present license holder OR In the case of a **Share Transfer**, the person(s) who are selling their shares. Don’t forget to sign and date the form.
7. Additional signatures may be required if the present license holder is a company or partnership. Basically, this would be the people or shareholder(s) who will no longer be the license holder.

**ALSO**, the present license holder must complete the attached NSLC Release form.

\*\*\*\*\*

**The rest of the application needs to be completed by the new owner / new shareholder**

**B. To be completed by New Owner / Shareholders:**

1. Is the new license holder going to be a company, a partnership, sole proprietor or new shareholder(s)? Please check the appropriate box and provide the name of the company, partnership, sole proprietor, or new shareholder(s).
2. Statutory declaration needs to be completed by the new license holder or new shareholder(s). This section must be notarized by a Justice of the Peace or Commissioner of Oaths.

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### **Transfer of License – Documents Required:**

#### **1. 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.

2. Deed. If you have purchased the property, provide a copy of the Deed.
3. Lease. If you are 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. 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.
6. 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.
7. 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.
8. Provide a copy of the new menu.
9. 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.
10. 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.

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- 11. Health Permit. Provide a copy of your up to date health permit.
- 12. Nova Scotia Liquor Corporation Form (see enclosed form) to confirmation that there are no outstanding amounts owed under the license. This form must be completed by the present license holder.
- 13. Video Lottery Terminals: If the business has Video Lottery Terminals, provide a letter of good standing from the Atlantic Lottery Corporation.
- 14. Floor Plans: If you are doing renovations, you must submit a floor plan. (see enclosed sample)
- 15. Fire Marshal or Fire Official approval if you are doing renovations. Provide a copy of approval from the Provincial or Municipal Fire Safety Inspection Officer.

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**Transfer of Shares – Documents Required:**

**1. Personal History Report Forms:**

Personal History Report Licensee form: Each new 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.

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.

- 2. Purchase / share transfer agreement(s): Provide a copy of all agreements relating to the transfer and purchase of shares.
- 3. Directors', Officers' & Shareholders' Registers. Provide a copy of the registers listing all the directors, officers and shareholders.
- 4. Financial Disclosure (form enclosed with application). Provide the information on any money invested or money borrowed for the purchase of the shares. This could include loans, mortgages, grants, personal funds, etc.
- 5. 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.
- 6. Nova Scotia Liquor Corporation Form (see enclosed form) to confirm that there are no outstanding amounts owed under the license. This form must be completed by the present license holder.
- 7. Video Lottery Terminals: If the business has Video Lottery Terminals, provide a letter of good standing from the Atlantic Lottery Corporation.

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**Fees:**

You must submit the “**transfer fee**” with your application.

Cheques are payable to NS Alcohol & Gaming Division.

**Financial Disclosure Form**

Financial Disclosure (form enclosed with application). Provide the information on any money invested or money borrowed for the transfer. 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. 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 transfer 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 applications, it may take 3 to 6 weeks.

**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.**

Service Nova Scotia & Municipal Relations  
Alcohol & Gaming Division

## PERSONAL HISTORY REPORT LICENSEE / APPLICANT

Last Name: \_\_\_\_\_ First & Middle Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone Number \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

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 Supply 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**

Name

Occupation

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 \_\_\_\_\_

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

This drawing was created with Free Software called TigerCAD.

**SAMPLE FLOOR PLAN**

