



Labour and Workforce Development
Alcohol and Gaming Division

P.O. Box 545, Alderney Gate, 40 Alderney Drive, Dartmouth, N.S. B2Y 3Y8
Phone: 424-6258 Toll Free: 1-877-565-0556 FAX: 424-6313

www.gov.ns.ca/lwd/agd

APPLICATION FOR CLUB LIQUOR LICENSE

1. Name of Club, Lodge, Division or Association _____

2. When was the club Incorporated, chartered or registered under the Nova Scotia Societies Act: _____
3. For what object is the club operated - state whether social, patriotic, athletic or the like? _____

4. Name of President / Chief Executive Officer: _____
Mailing Address: _____ Postal Code _____
Phone: _____ Premises Phone: _____
5. Location of Premises for which license is sought:
(A) City or Town, including street address: _____
or
(B) Community, including county & Municipal District Number: _____

I (we) acknowledge that this application must be accompanied by the prescribed fee of \$111.78 and I further understand that an application fee is not refundable and cannot be applied to a license fee if a license is granted. All documents required by the Alcohol and Gaming Division shall be delivered prior to a public hearing being held.

STATUTORY DECLARATION

I (we) _____
do solemnly declare:

- 6) THAT I (we) hereby apply for the type of license noted above pursuant to the Liquor Control Act and Liquor Licensing Regulations
- 7) AND THAT I (we) am nineteen years of age or over:
- 8) AND THAT I (we) am a Canadian Citizen or Permanent Resident of Canada:
- 9) 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.

Club President / Chief Executive Officer Signature: _____

SWORN before me at the _____
of _____ in the
Province of Nova Scotia this _____
day of _____ A.D. _____

PLEASE NOTE: The Nova Scotia Utility and Review Boards 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 should be made to the Board, in writing, and can accompany this application form.

A Justice of the Peace or Commissioner of Oaths

April 1, 2009

INFORMATION REQUIRED IN ORDER TO SCHEDULE A PUBLIC HEARING.

1. \$111.78 Application Fee. (Payable to Alcohol & Gaming Division)
2. Copy of Certificate of Registration under the Societies Act of Nova Scotia or Copy of their Charter.
3. Copy of deed or lease or purchase agreement or option to purchase or lease for the proposed premises. If submitting a non-executed lease, a letter signed by applicable parties confirming their intent to sign the lease once the license has been granted.
4. Letter from Municipal Council or Clerk confirming that the licensing of the establishment meets all requirements of municipal zoning and by-laws. (Club Liquor License is a permitted use)
5. Letter from Municipal Council or Clerk stating that the Club is in good standing in the community.
6. Certified copy of By-laws and Constitution of the Club
7. Copy of the minutes which certify that a motion was passed by the membership at a general meeting authorizing the executive to apply for a Club Liquor License.
8. Copy of the membership list.
9. Names and Addresses of the Club Executives.
10. Personal History reports on behalf of the President / Chief Executive Officer, Club Executive and Proposed Manager and three Letters of Character reference for each.
11. RCMP Criminal Records Check for President / Chief Executive Officer, Club Executive and Proposed Manager. If there are any convictions, details of those convictions must be provided through fingerprint verification or copy of RCMP abstract.
12. Two Copies of Detailed Floor Plans "To-Scale". Show general layout, new construction or renovations. This must include actual dimensions for all areas shown on the plan, i.e., customer accommodation, stage, bars, dance floor, washrooms, kitchen, storage areas, cold room, etc.
13. *If Premises is operational, copy of Fire Marshal clearance. *
14. *If Premises is operational and serving food, a copy of the Food Establishment permit is required. *
15. *If Premises is operational, copy of Occupancy Permit / Building inspection approval.
16. *License Fee of \$504.42* (for 3 years)
17. All premises must pass a final inspection by a member of the Alcohol and Gaming Division.

* If premises is not operational or under construction/renovation, these items can be filed prior to issuance of the liquor license. Even though a license may be granted, it cannot be issued until these items are filed.

CURRENT STATUS of PREMISES

PREMISES NAME: _____

PREMISES PROPOSED TO BE LICENSED IS:

(A) OPERATIONAL _____ HOW LONG _____

(B) TO BE CONSTRUCTED _____ Proposed Completion Date: _____

(C) EXISTING - TO BE RENOVATED
or UNDER CONSTRUCTION _____ Proposed Completion Date: _____

(D) COSMETIC CHANGES / OTHER _____ EXPLAIN: _____



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PERSONAL HISTORY REPORT LICENSEE / APPLICANT

Surname: _____ First & Middle Name _____

Address: _____

Postal Code: _____ Phone Number _____ Fax #: _____

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

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 or copy of RCMP abstract listing the details.

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

Have you ever applied for a license for 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: _____

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 _____

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.

<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: _____



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PERSONAL HISTORY REPORT LICENSEE / APPLICANT

Surname: _____ First & Middle Name _____

Address: _____

Postal Code: _____ Phone Number _____ Fax #: _____

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

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 or copy of RCMP abstract listing the details.

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

Have you ever applied for a license for 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: _____

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 _____

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.

<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: _____



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PERSONAL HISTORY REPORT MANAGER

Surname: _____ First & Middle Name _____

Address: _____

Postal Code: _____ Phone Number _____

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

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

****Supply 3 Character Reference Letters from three responsible persons on your behalf (list below):
 Please note that a letter of reference cannot be from anyone associated with the license.**

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

****Provide a letter from the Licensee/Owner/Club President requesting your approval as Manager.**

Give Details of Employment over the last 2 years including present occupation.

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

This Form Must be Notarized.

**** These items must be supplied with this form.**

STATUTORY DECLARATION

I, _____ do solemnly
 declare that the particulars furnished by me hereinbefore set out 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.

Proposed Manager Signature: _____

SWORN before me at the _____
 of _____ in the
 Province of Nova Scotia this _____
 day of _____ 20_____

 A Justice of the Peace or A Commissioner of Oaths



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APPLICATION FOR ENTERTAINMENT

ESTABLISHMENT NAME: _____

ESTABLISHMENT ADDRESS: _____

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

	No	Yes	Details (Rock, Country, Jazz, Karaoke, etc)
Amplified Background Entertainment			
Live <u>Non</u> - Amplified Entertainment			
Live Amplified 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) Copy of Floor Plan (To Scale) showing the stage and dance floor area if applicable.

8) Please Note: Zoning Confirmation from the Municipality must accompany this application indicating that the type of entertainment requested is permitted under Municipal by-laws.

9) Where the applicant is a tenant, please include written consent from the Landlord with respect to the application for entertainment.

Signature of Licensee: _____ Date: _____

Please note: application may take 3-6 weeks to process.

FINANCIAL DISCLOSURE

1) BORROWED FUNDS

Were funds borrowed for this project ? No ___ Yes ___ Amount Borrowed: \$ _____

If Yes: Written confirmation of the funds borrowed, from the bank or lending institution, **must** be submitted with this application. (i.e. copy of mortgage statement, loan agreement, etc.)

2) SHAREHOLDERS / OWNERS EQUITY INVESTMENT

Did the shareholders invest their own personal funds for this project? No ___ Yes ___

If Yes: Written confirmation from the shareholder(s) bank(s) stating that these funds are / were available **must** be submitted with this application. (i.e. letter from bank, copy of canceled cheque(s), etc.)

Please list all shareholders and the amount invested by each.

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

3) GOVERNMENT FINANCIAL ASSISTANCE

Did you receive Government Financial Assistance for this project ? (i.e. loan, loan guarantee, grant)

No: ___ Yes: ___ Amount: \$ _____

If Yes: A copy of your written agreement or confirmation of approval **must** be submitted.

4) OTHER SOURCES OF FUNDING

Source: _____ \$ _____

Source: _____ \$ _____

Source: _____ \$ _____

Source: _____ \$ _____

Written confirmation from these sources **must** be submitted with this application.

TOTAL COST OF PROJECT \$ _____

Public Hearing Process - Liquor Licenses

Section 49 (8) of the Liquor Control Act states:

The Review Board shall not grant a **tavern license, beverage room license, lounge license, club or cabaret license** unless it has held a **public hearing** on the application and at least three weeks' notice of the hearing has been given in one or more newspapers circulating in the licensing area in which are situate the premises in respect of which the license is sought, by an advertisement that states the time, place and purpose of the hearing and that any person may object to the application by attending the hearing or submitting any objections in writing to the Review Board at least five days prior to the hearing and, where such objections are submitted, the hearing shall be held in the licensing area in which the premises are situate in respect of which the license is sought.

- 1) The applicant applies for one of the above noted categories of licenses and accompanies that application with the required checklist of documents.
- 2) The Manager of Licensing, then provides the Nova Scotia Utility and Review Board with notification that a public hearing for the application is required.
- 3) The Nova Scotia Utility and Review Board sets a date to travel to the area of the application to convene a public hearing.
- 4) Upon receipt of a confirmed agenda, arrangements are made to rent a facility in which to hold the public hearing, an Ad to appear in at least 2 publications is prepared and members of our staff are requested to post the premises under application, along with the site of the public hearing.
- 5) On the day of the public hearing, persons are permitted to provide support or voice objections.
- 6) All parties are heard and if there are no objections a decision is normally rendered at the completion of the hearing process. If objectors are heard, it is the normal practice of the Nova Scotia Utility and Review Board to reserve decision and issue a written order on the matter at a later 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

Attached is a Sample Floor Plan, this drawing was created with Free Software called TigerCAD.

Sample Floor Plan

Street XYZ

