

# Permanent Liquor License Application

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## INSTRUCTIONS

THE NOVA SCOTIA ALCOHOL, GAMING, FUEL & TOBACCO DIVISION REQUIRES THE FOLLOWING WITH EACH APPLICATION:

- Organizational Chart
- Liquor Licensing Personal History Applications(s)
- Deed or Lease
- Purchase Agreements
- Zoning
- Floor Plan
- Menu
- Health Permit
- Fire Official Approval with Occupancy

- SEE APPLICATION GUIDE FOR DETAILS OF THE REQUIREMENTS NOTED ABOVE.
- INCOMPLETE OR IMPROPERLY COMPLETED FORMS MAY RESULT IN DELAY OF PROCESSING.
- EACH STATEMENT MADE IN THIS APPLICATION IS SUBJECT TO VERIFICATION: *IT IS A SERIOUS OFFENCE TO KNOWINGLY PROVIDE FALSE INFORMATION IN ANY PART OF THIS APPLICATION.*
- PLEASE NOTE: ADDITIONAL ZONING CONFIRMATION FEES WILL BE APPLIED (IN HRM FEE IS \$150.00).
- ALL QUESTIONS AND COMPLETE APPLICATIONS CAN BE DIRECTED TO:

**Alcohol, Gaming, Fuel & Tobacco Division  
Service Nova Scotia  
780 Windmill Road, 2nd Floor  
PO Box 545  
Dartmouth NS  
B2Y 3Y8**

**PHONE:** 1-877-565-0556 or 902-424-6160  
**Fax:** 902-424-6313

**Email:** [AGDPermLicense@novascotia.ca](mailto:AGDPermLicense@novascotia.ca)

**Website:** <https://novascotia.ca/sns/access/alcohol-gaming.asp>

# 1. Applicant Information

Business Name: \_\_\_\_\_

Type  Company  Partnership  Sole Proprietor

RJSC ID#: \_\_\_\_\_

Name.....: \_\_\_\_\_

Position ..:: \_\_\_\_\_

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

City/Town.: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone# ..:: \_\_\_\_\_ Fax # ...: \_\_\_\_\_

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

# 2. Premises

Operating Name: \_\_\_\_\_

Expected opening date: \_\_\_\_\_

Civic Address of Premises

MAILING ADDRESS, if different from civic

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Postal Code: \_\_\_\_\_

# 3. License Type and Fees

Eating Establishment  Lounge\*  Beverage Room  Cabaret Class A  Class B

\*Note: for a Lounge liquor license, you must also have an Eating Establishment liquor license

Type of License	Application Fee	3 Year License Fee	Total
Eating Establishment, Lounge, or Beverage Room	\$311.45	\$560.70	\$872.15
Cabaret ( <i>business plan must be included</i> )	\$311.45	\$1,869.00	\$2,180.45

**Zoning Confirmation**

**Within HRM:** \$150 fee must be included with application or contact HRM directly to purchase.

**Outside HRM:** contact the Permanent Licensing Division to see if our office can obtain this (for a fee) or if you must purchase directly from your local municipality.

- You must submit the **Non-Refundable Application Fee** with your application. The **3 Year License Fee** must be received prior to issuance.
  - Credit Card Payment: Visa/MasterCard # & Expiry (mm/yy) – This information is only permitted if your application is faxed to our office or you can provide this via phone. **Please do not include via email.**

- Cheque payable to: **NS Alcohol and Gaming Division**

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#### **4. Conversion Privileges for Eating Establishment with Lounge License**

A lounge licensee is permitted to temporarily convert their eating establishment license to a lounge license, if the corresponding eating establishment is adjacent to the lounge, suitable access is provided between the 2 areas and the Eating Establishment is operational for 5 hours on any day the licensee operates their lounge.

I request conversion privileges:

No  Yes

**Conversion Time:**

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#### **5. Entertainment**

No  Yes If yes, Details:

Will Adult Entertainment be offered?

No  Yes

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#### **6. 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 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** \_\_\_\_\_

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**Signature & Stamp: Justice of the Peace, Commissioner of Oaths, Notary or Lawyer**