

## **Distillery Licenses – Guidelines and Application**

If you are interested in establishing a Distillery in Newfoundland and Labrador please use the following as a **guideline** of the requirements. *Please note: other agencies or departments may require information further to that which is listed below.*

<b>Guidelines / Requirements</b>	✓
<b>Newfoundland Labrador Liquor Corporation (NLC) License Requirements</b>	
<ul style="list-style-type: none"> <li>• Completed application for a Distillery license (see attached) <i>Please note if you intend to sell spirits for consumption on your premises, you will require a <b>Lounge License</b> (separate application).</i></li> <li>• Completed Personal Data Sheets (enclosed) for all shareholders or directors</li> <li>• Current Certificate of Conduct for all Directors and shareholders</li> <li>• Written Municipal approval</li> <li>• Written approval from the Provincial Fire Commissioner's Office</li> <li>• One set of floor plans, drawn to scale on paper no larger than 8.5" x 14", outlining the proposed licensed area, including dimensions of clearly identified rooms (including storage)</li> <li>• A current signed copy of a lease or purchase agreement, or another document that verifies ownership and/or legal possession of the establishment (e.g., Property Tax Bill)</li> <li>• If incorporated, please provide Notice of Directors form, <i>The Corporations Act</i> (Form 6)</li> <li>• Written approval from the Canada Revenue Agency (<i>see CRA section below</i>)</li> <li>• Verification of Food Establishment License (<i>see Service NL section below</i>)</li> <li>• Written approval from Buildings Accessibility and Fire &amp; Life Safety (<i>see Service NL section below</i>)</li> <li>• Once all information is collected, a pre-licensing inspection will be conducted</li> </ul>	
<b>NLC Product Approvals and Reporting</b>	
<ul style="list-style-type: none"> <li>• As you move through the process, it is important for you to consult with NLC's Merchandising Department, which is responsible for the products approved and sold by distilleries. For more information on NLC's listing process, please contact the Category Manager (Spirits), Blair Boland, at (709) 724-1143 or <a href="mailto:blair.boland@nliquor.com">blair.boland@nliquor.com</a>.</li> <li>• Product pricing is based on NLC's pricing policy. A fixed and variable markup component is applied to your cost which is the NLC markup. For more information on pricing, please contact our Supervisor of Revenue Assurance and Pricing, Roy LeGrow, at (709) 724-1123 or <a href="mailto:roy.legrow@nliquor.com">roy.legrow@nliquor.com</a>.</li> <li>• Distillery licensees will be required to file a monthly commission report to the NLC which tracks your inventory, production and sales and will detail the amount of commission due to the NLC. Commission due to NLC must be paid monthly in accordance with policy. Adequate records to support amounts reported are to be maintained. Licensed distilleries are also subject to audits by the NLC.</li> </ul>	

<b>Other Agency Requirements – Distillery License</b>	
<b>Canada Revenue Agency (CRA)</b>	
CRA issues the license to produce alcohol in Canada and will assist with any production questions you may have. For more information, please contact the Regional Manager – Excise Duty at (902) 450-8374 or 1-888-327-7999.	
<b>Service NL</b>	
To operate a distillery, a Food Establishment License is required. Service NL conducts health inspections at all food establishments in the province, including distilleries. For more information, please visit <a href="http://www.servicenl.gov.nl.ca">www.servicenl.gov.nl.ca</a> or call (709) 729-2104.	
The proposed distillery will also need approvals for Buildings Accessibility and Fire and Life Safety. For more information, please visit <a href="http://www.servicenl.gov.nl.ca/licenses/building/index.html">www.servicenl.gov.nl.ca/licenses/building/index.html</a> or call (709) 729-1038.	
<b>Department of Environment and Conservation</b>	
An environmental assessment may be required. For further information, please call 1-800-563-6181 or visit <a href="http://www.env.gov.nl.ca/env/env_assessment/index.html">www.env.gov.nl.ca/env/env_assessment/index.html</a> .	
<b>Canadian Food Inspection Agency (CFIA)</b>	
To discuss labeling requirements under the Food and Drugs Act, please contact CFIA at (709) 772-4424.	
<b>Business Permit and License Information: BizPaL</b>	
As indicated before, depending on the characteristics of your business operation, you may need additional approvals from various authorities. BizPaL is an online service involving a partnership with all levels of government (federal, provincial/territorial and municipal). This service provides entrepreneurs with a customized, integrated list of permits, licenses, and other permission-based requirements (registrations, certificates) required to start or grow a business.	
Please visit <a href="http://www.bizpal.gov.nl.ca/?b=10">http://www.bizpal.gov.nl.ca/?b=10</a> for more information or call (709) 729-3482.	

## APPLICATION FOR DISTILLERY LICENSE

**\*Please note:**

**An application fee of \$200 must accompany this application.**

**All licenses are subject to an Annual Licensing Fee. For more details, please see the License Fee Schedule.**

Application is hereby made for a Distillery license to produce spirits, under the laws of Canada, and to sell approved products by the NLC, in the province of Newfoundland & Labrador.

Company operations are to comply with the Province of Newfoundland and Labrador *Liquor Control Act*, *Liquor Licensing Regulations* and the *Liquor Corporation Act*.

**1. Name of Applicant in Full:**

\_\_\_\_\_ (Surname) (Given Names)

Address

\_\_\_\_\_

Email address \_\_\_\_\_ Tel No. \_\_\_\_\_ Fax No. \_\_\_\_\_

**2. (a) Business name of establishment:**

\_\_\_\_\_

**(b) Physical Address of Establishment (please complete ALL FIELDS)**

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

City/Town: \_\_\_\_\_

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

**(c) Mailing Address of Establishment (if different from above)**

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

City/Town: \_\_\_\_\_

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

3. Is applicant sole owner? ( ) Yes ( ) No

(a) If not sole owner, give particulars of agreements with any other party or parties

(b) If a partnership, state separately each partner's investment and proportion of profit distribution:

Name	Investment	% Profit-sharing ratio
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(c) If a corporation, give:

Name:

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Date of Incorporation

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Public or Private Company

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Provincial or Federal Charter

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Officers and Directors (If more than four, please provide separate list)

Name	Mailing Address (including Postal Code)
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4. Supervisors of Production and Quality Control:

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5. CRA Excise Duty License Number:

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**6. Estimated Annual Production**

SPIRIT	HECTOLITRES	% ALCOHOL BY VOLUME
MALT WHISKY		
CANADIAN WHISKY		
GIN		
BRANDY		
VODKA		
RUM		

**GIVE NAMES AND ADDRESSES OF SUPPLIERS OF GRAINS, MALTS AND BULK SPIRITS**

NAME	ADDRESS

**ALL APPLICANTS MUST COMPLETE THE FOLLOWING**

I, \_\_\_\_\_, of \_\_\_\_\_

do solemnly declare that:

- I have knowledge of the matters herein deposed to;
- All information set forth in the attached application to the Newfoundland Labrador Liquor Corporation is true and correct in substance and in fact; and
- I made 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.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

**Please send completed application to:**

**NEWFOUNDLAND LABRADOR LIQUOR CORPORATION  
P.O. Box 8750, Stn. A, St. John's, NL A1B 3V1  
Attention: Regulatory Services  
Telephone: 709-724-1159 Fax: 709-753-8625  
email: corporateservices@nliquor.com**

## PERSONAL DATA SHEET

NAME OF ESTABLISHMENT FOR WHICH THIS REPORT IS SUBMITTED	
LOCATION	
NAME	
SURNAME	GIVEN NAME(S)
ADDRESS	
TELEPHONE NUMBER	EMAIL
DATE OF BIRTH	PLACE OF BIRTH
PLACE OF RESIDENCE DURING PAST TEN YEARS	

ARE YOU OR ANY MEMBER OF YOUR FAMILY ENGAGED, IN ANY CAPACITY, WITH THE ENFORCEMENT OR ADMINISTRATION OF THE *LIQUOR CONTROL ACT* AND/OR THE *LIQUOR CORPORATION ACT*?

YES  NO    IF YES, PLEASE GIVE DETAILS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HAVE YOU ANY PAST OR PRESENT INTEREST, DIRECT OR INDIRECT, IN ANY BUSINESS WHERE ALCOHOLIC BEVERAGES ARE SOLD OR DISTRIBUTED?

YES  NO    IF YES, PLEASE GIVE DETAILS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE IN CANADA OR THE UNITED STATES?     YES     NO

IF THE ANSWER IS "YES", PLEASE ATTACH A CERTIFIED COPY OF YOUR CRIMINAL RECORD.

THE ROYAL CANADIAN MOUNTED POLICE, THE ROYAL NEWFOUNDLAND CONSTABULARY OR ANY OTHER LAW ENFORCEMENT AGENCY IS HEREBY AUTHORIZED TO SUPPLY THE NEWFOUNDLAND LABRADOR LIQUOR CORPORATION WITH ANY INFORMATION WHICH THE BOARD CONSIDERS PERTINENT TO MY APPLICATION FOR A LIQUOR LICENSE.

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DATE SIGNATURE OF APPLICANT