

Dear Applicant:

Enclosed is an application for **Approval to Alter or Renovate Licensed Premises (including Patios)**; please complete all sections.

In addition to a completed application, we require the following documentation:

- (1) Written Municipal approval;
- (2) Written approval from the Provincial Fire Commissioner's Office;
- (3) One set of floor plans (drawn to scale on paper no larger than 8.5" x 14") outlining the proposed licensed area and including dimensions of clearly identified rooms; and
- (4) Written approval from Buildings Accessibility and Fire & Life Safety (if applicable).

Applications for the use of outdoor patios or balconies from licensees who are presently the holders of existing Lounge, Club, Restaurant, Hotel, or Military Mess Licences, or from applicants for such licences will be considered by the Newfoundland Labrador Liquor Corporation based on the following **guidelines**:

- (1) The patio or balcony shall be located directly adjoining the existing licenced area and must remain under the control of the licensee.
- (2) An enclosure shall surround the patio or balcony, and all materials used in the construction of the patio or balcony shall conform to the Fire Prevention, Life Safety, and Building Codes.
- (3) The enclosure for patios or balconies shall be a minimum of four feet (1,219 mm.) high unless otherwise directed by the Board.
- (4) Patrons must be able to access the patio or balcony from inside the licensed area.
- (5) Should the Patio be accessible from outside the licensed area, a secured gate must be installed at the point of entry. If the gates are to be opened to the general public, the entrance must be supervised at all times.
- (6) A patio or balcony must be adequately supervised at all times when it is in use to ensure that the operation is in keeping with the *Liquor Control Act* and *Liquor Licensing Regulations*.
- (7) Sufficient lighting shall be installed to allow for nighttime operation.

- (8) The type of containers used in the serving of beverages on the patio or balcony is at the discretion of the licensee. However, for safety purposes, it is recommended that plastic containers be used.
- (9) All regulations governing the main license will apply in respect to the operation of the patio or balcony.
- (10) Notwithstanding these guidelines, each application will be considered on its own merit, and if deemed necessary by the Board, further specific restrictions may be imposed having regard to safety and /or the impact of the patio on the adjacent neighborhood.

Once all information has been received, the Newfoundland Labrador Liquor Corporation will undertake an inspection of your premises prior to a final decision on your application. You will then be notified accordingly.

If you require additional information, please call 724-1159 or email corporateservices@nliquor.com.

Enclosures

**APPLICATION FOR
APPROVAL TO ALTER OR RENOVATE LICENSED PREMISES**

***Please note that a \$100.00 Application Fee is required**

1. Name of Licensee: _____

License No.: _____

Address: _____

_____ Postal Code: _____

2. Purpose of alterations or renovations

3. One set of floor plans, drawn to scale on paper no larger than 8.5" x 14", outlining the proposed licensed area and including dimensions of clearly identified rooms, must accompany the application.

Signature of Applicant

Date

Fee Payment:

Cheque or Money Order: please make payable to **NEWFOUNDLAND LABRADOR LIQUOR CORPORATION.**

Credit Card: please pay online at <https://service.clearservice.com/nlcsecure/nlcpay/payment.aspx>

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: 724-1159

Facsimile: 753-8625

Email: corporateservices@nliquor.com