

## LIQUOR LICENCE APPLICATION

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, cM.56, Section 28(2), this is to advise you that the personal information collected on this form will be used for the appropriate administration to process a liquor licence application.

**Please note there is a \$25 fee for all new Liquor Licence Applications**

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

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

Name of Applicant: \_\_\_\_\_

Home Address of Applicant: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Has the location been previously licenced: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Unknown: \_\_\_\_\_

If yes; Name of Previous Business: \_\_\_\_\_

Nature of Business (Bar, Restaurant, Coffee Shop, etc....) \_\_\_\_\_

Number of seats – Indoors: \_\_\_\_\_ Type of food to be served: \_\_\_\_\_

Type of alcohol to be served: Liquor: \_\_\_\_\_ Wine: \_\_\_\_\_ Beer: \_\_\_\_\_

If applying for an Outdoor Patio: Number of Seats \_\_\_\_\_

Patio Location Side \_\_\_\_\_ Front \_\_\_\_\_ Rear \_\_\_\_\_

Is this application for a commercial patio on private lands or a sidewalk patio on public lands? \_\_\_\_\_

Is this a New or Existing Patio? New: \_\_\_\_\_ Existing: \_\_\_\_\_

If existing, is it being altered in any way? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Days of the Week Open for Business: \_\_\_\_\_

Is this application for a renewal or transfer of an existing liquor licence with no change to the size, capacity and physical layout of the existing premises for which the original licence was granted? Yes: \_\_\_\_\_ No: \_\_\_\_\_

### Liquor Licence Application Process

The Alcohol and Gaming Commission of Ontario, through its application process, grants approval for Liquor Licences. Liquor Licences are subject to a number of conditions, such as Fire inspection, Health inspection and Building inspection.

**Your application may be subject to additional fees, which will be determined by the department in question.**

The applicant will:

- Apply to the [AGCO for a Liquor Licence](#)
- Complete the following:
  - A City of St. Catharines [Liquor Licence application](#)
  - Complete the [Municipal Information Form](#) obtained from the AGCO application package
  - Provide a detailed floor plan for the business, including details such as layout, washroom quantity and placement, and ventilation.
  - Submit payment (as of January 1, 2020)
- Deliver the above to Legal and Clerks Services, third floor of City Hall
- A [Business License](#) may be required.

**PLEASE NOTE:** Once your application has been submitted to the Clerks department, **you must** contact Planning and Building Services to confirm/initiate the appropriate permits/approvals along **with any associated fees**. Planning and Building Services can be reached at 905-688-5601 extension 1660.

It is recommended you contact Fire Services and Niagara Region Public Health to schedule inspections in accordance with AGCO requirements. **There may be additional fees for these inspections.**