



Saskatchewan  
Liquor and Gaming  
Authority

## Commercial Liquor Permit Application Package

**Applying for a liquor permit DOES NOT guarantee approval. Please allow adequate time for processing (approximately 6-8 weeks).**

Return this form with your completed application package and attach your cheque or money order for \$200.00 (non-refundable) made payable to Saskatchewan Liquor and Gaming Authority. Once we have received the application package and the \$200.00 application fee, an SLGA representative will contact you for any additional requirements including the total permit and endorsement fee amount due.

**Name:** \_\_\_\_\_  
Individual, company or partnership – (as registered on land title or lease)

**Establishment name:** \_\_\_\_\_

**Street address:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_ **SK Postal code:** \_\_\_\_\_

**Cheque amount:** \_\_\_\_\_

**PAYABLE TO SASKATCHEWAN LIQUOR AND GAMING AUTHORITY**

<p>Send application to:</p> <p>Saskatchewan Liquor and Gaming Authority P.O. Box 5054 12th. Floor – 2500 Victoria Avenue Regina, SK S4P 3M3</p> <p>Telephone: (306) 787-5563 Toll Free: 1-800-667-7565 Fax: (306) 787-8981</p>	<p>FOR OFFICE USE ONLY</p>
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**COMPLETE AND RETURN ALL FORMS IN THIS PACKAGE**

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### Other Forms:

- Application for Liquor Consumption Tax - to be submitted to Ministry of Finance. The application form is available on the Ministry of Finance website:  
<http://www.finance.gov.sk.ca/formsall.htm>
- Advertising form – to be supplied by SLGA Head Office
- Statutory declaration form – (to be submitted with newspaper clippings attached after publication of ad) to be supplied by SLGA Head Office

*This application package may also be downloaded by visiting our website at [www.slga.gov.sk.ca](http://www.slga.gov.sk.ca).*

*The Commercial Liquor Permittee Manual which outlines the requirements and responsibilities for each type of permit and permit endorsement can be viewed on our website at <http://www.slga.gov.sk.ca/x8895.xml>*

*The Alcohol and Gaming Regulation Act, 1997 and The Alcohol Control Regulations, 2002 can be viewed on our website at [www.slga.gov.sk.ca](http://www.slga.gov.sk.ca).*

**For further information, please call SLGA toll-free 1-800-667-7565 or in Regina 787-5563.**

## General Information

*The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2002* define the rights and responsibilities of persons involved in the beverage alcohol industry in Saskatchewan. The Saskatchewan Liquor and Gaming Authority (SLGA), a corporate body created by law, issues permits for the possession, sale, use, importation or manufacture of beverage alcohol. SLGA regulates the operation of premises for which a permit has been issued. Each permit holder is required to operate their establishment in accordance with municipal, provincial and federal laws.

### How to apply for a permit

To begin the process of applying for a liquor permit, you must complete the attached documents as they pertain to your specific permit application. Failure to submit the required documents with your application or upon request by SLGA may result in a delay in processing your application.

**Types of permits available** - Please see pages 7 - 16 for permit descriptions.

An **Interim permit** is a temporary three (3) month liquor permit that allows the sale and service of beverage alcohol while the application process is fully completed. Establishments which have never held a liquor permit do not qualify for an interim permit.

- Fees** - A non-refundable application fee of \$200 per permit is to be submitted with the completed application package.
- The annual permit and endorsement fees are listed below.

### Annual Permit Fees

Permit	City	Town	Village	Hamlet	Resort	Seasonal
Restaurant	\$250	\$175	\$125	\$75	\$175	\$175
Tavern (other than a Nightclub)	200	150	100	50	150	150
Tavern Nightclub	600	250	250	250	250	250
Special Use	200	150	100	50	150	150
Manufacturer	500	500	500	500	500	500
U-Brew/U-Vin Operation	200	150	100	50	150	150
Interim/Provisional	100	100	100	100	100	100

### Annual Endorsement Fees: (No fees for endorsements not listed)

Endorsement	City	Town	Village	Hamlet	Resort
Lounge	\$350	\$250	\$175	\$100	\$250
Catering (beverage alcohol)	250	100	100	100	100
Off-sale	100	75	50	25	75
Restaurant off-sale (wine only)	50	25	10	10	25

- Transfer of permit fees are \$50 (per transfer). To apply for a transfer of permit please complete the Commercial Liquor Permit Transfer of Ownership Application Package (contact SLGA Head Office for this application)

**Note:** Upon instruction from SLGA, you will be required to publish a newspaper advertisement (except for U-Brew/U-Vin Operation permit) and post a sign at the site of the establishment to provide public notice of your intent to open a permitted establishment. Any objections to the application may delay processing time (normally 6-8 weeks) and could result in a public hearing with the Liquor and Gaming Licensing Commission. Circumstances that may increase processing time include Gazette advertising (if there is no existing permitted establishment or liquor store in the municipality), public objections, failure to submit required documentation or fees, etc.

*Applying for a liquor permit does not guarantee approval. Any construction, renovations, leases, purchases, etc. completed prior to permit approval are at your own risk.*

## Before You Proceed

### What you need to know:

The *Commercial Liquor Permittee Policy Manual* which outlines the requirements and responsibilities for each type of permit and permit endorsement can be viewed on our website at [www.slga.gov.sk.ca](http://www.slga.gov.sk.ca).

If there is currently no permitted establishment or liquor store in your municipality, SLGA may be required to advertise in the Saskatchewan Gazette regarding your intention to operate a liquor permitted establishment.

### What you will need:

Before you submit your application form, be sure the following documents are attached:

- ◆ A floor plan drawing of the building to be permitted (all structural renovations require approval prior to proceeding with the renovations):
  - ❑ The floor plan drawing must meet the requirements outlined in the Floor Plan Guide (page 22).
  - ❑ The floor plan details form - to be completed and submitted with floor plan drawing (page 23).
  - ❑ If you are planning structural renovations, submit a floor plan drawing with the proposed renovations clearly labelled.
- ◆ Criminal Record Check:
  - ❑ Individuals, partners and all officers, directors and shareholders (with 20% or more shares) are required to submit a Criminal Record Check and complete the Consent of Obtain and Release Information form (page 25).
- ◆ Food menu:
  - ❑ Restaurant permits and Tavern (nightclub) permits with a before 5 p.m. dining endorsement require a menu with at least six full course meals.
  - ❑ Tavern permits (without family dining) and most Special Use permits require a menu with a minimum of appetizer style foods.
  - ❑ Tavern permits with a family dining endorsement require a brunch/luncheon, supper buffet or comparable meal type service.
- ◆ Proof of possession (all permit types):
  - ❑ If you are the owner of the establishment, a copy of the certificate of title is required.
  - ❑ If you are the lessee, a copy of the lease agreement is required.
  - ❑ If you are the sublessee, a copy of the sublease as well as a copy of the head lease and the landlord's written consent is required.
  - ❑ If you are the registered owner of the vehicle, a copy of the certificate of registration is required and the business operating authority certificate.
- ◆ A Health Licence to operate as a public eating establishment is required for all Restaurant permits, Tavern permits with a family dining endorsement and Tavern (nightclub) permits with a before 5 p.m. dining endorsement.

- ◆ Municipal approval: Approval from the municipality is required for the following:
  - ❑ Floor plan approval - to ensure that the building meets the municipalities' building controls to protect public health, safety and general welfare as they relate to the construction and occupancy of buildings.
  - ❑ Zoning approval - to ensure that the property owner or occupant may use the property for the intended use of the liquor permit application. In buying or making improvements to a property, a person must ensure the zoning for the property will permit the intended use of the property.
  - ❑ Tavern nightclub - a resolution from Council approving the nightclub.
  - ❑ Special Use sports stadium permits - to ensure eligibility to obtain a liquor permit under municipal bylaws.
  - ❑ Sidewalk Café endorsement - to ensure eligibility to operate a sidewalk café under municipal bylaws.

All applicants, with the exception of the Home Delivery Permit and the U-Brew/U-Vin Operation Permit, are required to complete the application for Liquor Consumption Tax form from the Ministry of Finance and forward it to the address at the top of that application page. This application form can be downloaded from the Ministry of Finance website at:

<http://www.finance.gov.sk.ca/formsall.htm>.

If you have any questions regarding the Liquor Consumption Tax, please contact the Ministry of Finance toll free at 1-800-667-6102 or in Regina at 787-6645.

Upon instruction from SLGA, you will be required to submit an advertisement (except for U-Brew/ U-Vin Operation permits) to your local newspaper and may be required to post a sign at the site of the establishment to provide public notice of your intention to open a permitted establishment. The ad must be in a newspaper published in the municipality in which the proposed outlet is or is to be situated, or if no newspaper is published in the area, then in a newspaper published in Saskatchewan and circulated in the area. The ad must be published once in each week for two successive weeks.

**SLGA Head Office will supply a Liquor Permit Advertising form.**

### **Multiple applicants:**

If there is more than one applicant, additional copies of some forms may be required, including:

- ❑ Applicant information form
- ❑ Corporate information form
- ❑ Consent to obtain and release information form

Additional copies of these forms may be obtained by:

- ❑ Contacting SLGA head office toll-free 1-800-667-7565 or in Regina 787-5563
- ❑ Downloading the forms by visiting our website at [www.slga.gov.sk.ca](http://www.slga.gov.sk.ca)
- ❑ Making photocopies of the blank forms in this application package.

## **Type of Permit: Restaurant**

### **To be eligible:**

- An applicant may be eligible for a Restaurant permit where the primary business and source of revenue generated in the premises is the preparation and sale of food for consumption on the premises.

### **Food menu:**

- A food menu containing a minimum of six full course meals is required.

### **Public Health Licence:**

- A Health Licence issued in the same name as the permit holder to operate as a public eating establishment is required for all Restaurant permits.

### **Municipal Approvals:**

- Floor plan approval
- Zoning approval

### **Terms and Conditions:**

- Beverage alcohol service to a patron in a restaurant may be provided only if a meal is served to the patron.
- A ratio of at least one dollar of food sales for each dollar of beverage alcohol sales (calculated on a monthly basis) must be maintained.
- A restaurant establishment may remain open for food service after lawful beverage alcohol service and the cut-off period ceases.
- Restaurant establishments must display their hours and days of operation in a prominent place which is visible from the exterior of the establishment.

### **Endorsements available:**

- Banquet room(s)
- Catering\* (beverage alcohol)
- Lounge\*
- Wine off-sale\*
- Patio
- Room service
- Mini-bar
- Sidewalk café

\* Fee required

***If you are eligible for a Restaurant permit (see previous), please complete the following forms located in this package:***

- Application form (page 1)
- Preliminary information (page 17)
- Additional information (page 18)
- Applicant and establishment information (page 19)
- Operation type & endorsement form (page 20)
- Certification by applicant (page 21)
- Floor plan details form (page 23)
- Corporate information form (page 24)
- Consent to obtain and release information form (pages 25 & 26). This form is required for all applicants as well as all officers, directors and shareholders (with 20% or more shares) of a corporation
- Attach a floor plan drawing (see the sample drawing and requirements on page 22)

***If you are applying for a Lounge Endorsement (minimum of 30 seats) you may be eligible to apply for participation in the Video Lottery Terminal (VLT) and/or Breakopen Vending Machine (BVM) program(s). If interested please respond to questions 12 and 13 on the Additional Information Form (page 18).***

Other forms:

- Application for Liquor Consumption Tax - to be submitted to Ministry of Finance. The application form is available on the Ministry of Finance website:  
<http://www.finance.gov.sk.ca/formall.htm>
- Advertising form – to be supplied by SLGA Head Office
- Statutory declaration form (to be submitted with newspaper clippings attached after publication of ad) – to be supplied by SLGA Head Office

## **Type of Permit: Tavern**

### **To be eligible:**

- ❑ An applicant may be eligible for a Tavern permit where the primary purpose is the sale of beverage alcohol in establishments described in *The Alcohol Control Regulations, 2002*:
  - Beverage rooms in hotels or motels
  - Brew pubs (must also hold a Manufacturer permit)
  - Nightclubs (nightly entertainment must be provided)
  - Other (existing outlets only) [free-standing Tavern permits with off-sale endorsement]

### **Food menu:**

- ❑ A food menu containing at least a variety of light meals (appetizer style of menu) is required.
- ❑ If authorized for family dining, full course meals must be available.

### **Public Health Licence:**

- ❑ A Health Licence issued in the same name as the permit holder to operate as a public eating establishment is required for all Tavern permits with a Family dining endorsement and Tavern-nightclub permits with a before 5 p.m. dining endorsement.

### **Municipal Approvals:**

- ❑ Floor plan approval
- ❑ Zoning approval

### **Terms and Conditions:**

- ❑ Establishments with Tavern permits which do not have an off-sale endorsement may determine the hours of operation of the tavern within the maximum hours for the sale of beverage alcohol.
- ❑ Establishments with an off-sale endorsement must open (including the off-sale area) for a minimum of six hours per day, five days a week within the maximum regulated hours.
- ❑ The Tavern permit holder may open the off-sale independently of the Tavern establishment, provided that the Tavern establishment is open for the mandatory minimum hours and days. The maximum hours and days of beverage alcohol service continue to apply to the off-sale area.
- ❑ Tavern establishments must display their hours and days of operation in a prominent place which is visible from the exterior of the establishment.

### **Tavern-nightclub requirements:**

A proposed Tavern-nightclub must be approved by a resolution of the council of the municipality where it is to be situated.

A Tavern-nightclub may open daily for the service of beverage alcohol between the hours of 5:00 p.m. and 2:00 a.m. (2:30 a.m. on December 31).

The key feature of a Tavern-nightclub is the provision of live entertainment during evening hours. Entertainment is to be offered every day that the tavern-nightclub is open. By policy, SLGA normally applies the following criteria respecting live entertainment:

- ❑ Forms of entertainment may include: live music provided by a band, vocalist or singing group;

recorded music or karaoke provided by a disc jockey; or live individual performances provided by a comedian. If other types of entertainment are to be offered, SLGA recommends consulting SLGA in advance to ensure the entertaining meets regulatory requirements.

- ❑ Entertainment is to commence by 9:00 p.m. and may be offered at one hour intervals with at least 20 minutes of continuous entertainment during each interval.

**Endorsements available:**

- ❑ Before 5 p.m. dining (nightclubs only)
- ❑ Family dining must be approved by a resolution of the council of the municipality (daily family dining - hotel/motel only in rural communities where no restaurant with a liquor permit is located in the community – restrictions apply).
- ❑ Off-sale\* (hotel/motel & brew pubs only - some restrictions apply)
- ❑ Off-sale\* minors allowed (off-sale area must have a separate entrance from the tavern area)
- ❑ Patio ❑ Mini-bar
- ❑ Sidewalk café (municipal approval required) ❑ Catering\* (beverage alcohol)

\*Fee required

***If you are eligible for a Tavern permit (see previous page), please complete the following forms located in this package:***

- ❑ Application form (page 1)
- ❑ Preliminary information (page 17)
- ❑ Additional information (page 18)
- ❑ Applicant and establishment information (page 19)
- ❑ Operation type & endorsement form (page 20)
- ❑ Certification by applicant (page 21)
- ❑ Floor plan details form (page 23)
- ❑ Corporate information form (page 24)
- ❑ Consent to obtain and release information form (pages 25 & 26). This form is required for all applicants as well as all officers, directors and shareholders (with 20% or more shares) of a corporation
- ❑ Attach a floor plan drawing (see the sample drawing and requirements on page 22)

***If you are applying for a Tavern Permit (minimum of 30 seats) you may be eligible to apply for participation in the Video Lottery Terminal (VLT) and/or Breakopen Vending Machine (BVM) program(s). If interested please respond to questions 12 and 13 on the Additional Information Form (page 18).***

Other forms:

- ❑ Application for Liquor Consumption Tax - to be submitted to Ministry of Finance. The application form is available on the Ministry of Finance website:  
<http://www.finance.gov.sk.ca/formall.htm>
- ❑ Advertising form – to be supplied by SLGA Head Office
- ❑ Statutory declaration form – to be submitted with newspaper clippings attached after publication of ad – to be supplied by SLGA Head Office

## **Type of Permit: Special Use**

### **To be eligible:**

- An applicant may be eligible for a Special Use permit where the establishment does not focus on food or beverage alcohol service, but has a “special use” – such as recreational, sport, social or entertainment activities or for the delivery of beverage alcohol to a private place.

### **Establishments that qualify for a Special Use permit:**

- Private clubs
- Sports facilities (i.e. curling club, golf club, billiard hall)
- Public conveyances (i.e. railway car, limousine, airplane, tour bus)
- Theatre or concert premises
- Premises in an airport
- Premises in a university or post-secondary educational institution
- Military messes
- Sports stadiums
- Northern camps where dining and lodging are provided
- Premises where fairs or exhibitions are held
- Special care facilities
- Casinos
- Bingo hall
- Home delivery

### **Food menu:**

- A food menu containing at least a variety of light meals (appetizer style of menu) is required except for public conveyances and home delivery.

### **Municipal Approval (except home delivery and public conveyances):**

- Floor plan approval
- Zoning approval

### **Terms and Conditions:**

- A Special Use permit holder may open the establishment every day for beverage alcohol service within the maximum regulated hours.
- Special use establishments must display their hours and days of operation in a prominent place which is visible from the exterior of the establishment.

### **Endorsements available:**

- Off-sale\* (northern camps only)
- On course (golf clubs only)
- Patio (except for billiard halls or golf simulators)
- Sidewalk café (except for billiard halls or golf simulators)
- Catering (private clubs only)

- Trade show (theatre or concert premises, post-secondary institutions and fair and exhibition premises only)

\*Fee required

***If you are eligible for a Special Use permit (see previous page), please complete the following forms located in this package:***

- Application form (page 1)
- Preliminary information (page 17)
- Additional information (page 18)
- Applicant and establishment information (page 19)
- Operation type & endorsement form (page 20)
- Certification by applicant (page 21)
- Floor plan details form (page 23)
- Corporate information form (page 24)
- Consent to obtain and release information form (pages 25 & 26). This form is required for all applicants as well as all officers, directors and shareholders (with 20% or more shares) of a corporation
- Attach a floor plan drawing (see the sample drawing and requirements on page 22)

Other forms:

- Application for Liquor Consumption Tax - to be submitted to Ministry of Finance. The application form is available on the Ministry of Finance website:  
<http://www.finance.gov.sk.ca/formsall.htm>
- Advertising form – to be supplied by SLGA Head Office
- Statutory declaration form - (to be submitted with newspaper clippings attached after publication of ad) to be supplied by SLGA Head Office

## Type of Permit: Manufacturer

### To be eligible:

- ❑ An applicant may be eligible for a Manufacturer permit where the primary purpose of an establishment is the manufacture of beverage alcohol

A holder of a Manufacturer permit may do one or all of the following:

- ❑ Manufacture beverage alcohol in a manufacturing facility located in Saskatchewan
- ❑ Sell and deliver its manufactured product to SLGA
- ❑ Export its manufactured product as authorized by SLGA
- ❑ In the case of a brewer, sell and deliver its manufactured product through a brewer's association appointed in accordance with Section 91 of *The Alcohol and Gaming Regulation Act, 1997*, and contracted to SLGA
- ❑ In the case of a brewer, import beer if the brewer manufactures the beer outside of Saskatchewan and ensures the requirements of the *Importation of Intoxicating Liquors Act (Canada)* are complied with.

Before starting any manufacturing operation, an Excise Licence and/or Registration must be obtained. For more information contact the Canada Revenue Agency, Federal Excise Duty Office, at 403-231-4124.

### Types of manufacturers:

- ❑ Cottage Winery
- ❑ Distillery
- ❑ Brew Pub
- ❑ Winery
- ❑ Brewery
- the manufacturing facility is located in the same premises as the tavern;
- the fermentation, maturation, and dispensing tanks have a minimum capacity:
  - in the case of premises located in the City of Saskatoon, Regina, Prince Albert or Moose Jaw, of eight hectolitres; and
  - in the case of premises located elsewhere in the province, two hectoliters;
- a brew pub manufacturer must manufacture the following minimum volume of beer for sale:
  - at least 100 hectolitres per annum where the brew pub is located in Saskatoon, Regina, Prince Albert or Moose Jaw; and
  - at least 30 hectolitres per annum where the brew pub is located elsewhere in the province;
- a brew pub manufacturer must brew for one full year and meet the annual minimum brewing volume before an off-sale endorsement for the sale of all types of beverage alcohol may be granted.

The tanks utilized in the operation of brewing beer may be required to be licensed under *The Boiler and Pressure Vessel Act and Regulations*. Contact the Boiler and Pressure Vessel Safety -Licensing and Inspections Branch in Regina at (306) 787-1443 or 1-866-530-8599 for more information or visit their website at [www.cpsp.gov.sk.ca/boiler-and-pressure-vessel-safety](http://www.cpsp.gov.sk.ca/boiler-and-pressure-vessel-safety).

**Endorsements available:**

- ❑ Hospitality suite (not available for brew pub)

*If you are eligible for a Manufacturer permit (see previous page), please complete the following forms located in this package:*

- ❑ Application form (page 1)
- ❑ Preliminary information (page 17)
- ❑ Additional information (page 18)
- ❑ Applicant and establishment information (page 19)
- ❑ Operation type & endorsement form (page 20)
- ❑ Certification by applicant (page 21)
- ❑ Floor plan details form (page 23)
- ❑ Corporate information form (page 24)
- ❑ Consent to obtain and release information form (pages 25 & 26). This form is required for all applicants as well as all officers, directors and shareholders (with 20% or more shares) of a corporation
- ❑ Attach a floor plan drawing (see the sample drawing and requirements on page 22)

Other forms:

- ❑ Advertising form – to be supplied by SLGA Head Office
- ❑ Statutory declaration form – (to be submitted with newspaper clippings attached after publication of ad) – to be supplied by SLGA Head Office
- ❑ Application for Federal Excise Licence and/or Registration is to be submitted. For more information contact Canada Revenue Agency, Federal Excise Duty office at 403-231-4124.

## **Type of Permit: U-Brew/U-Vin Operation**

### **To be eligible:**

- ❑ An applicant may be eligible for a U-Brew/U-Vin Operation permit when the applicant operates a business where goods, facilities and services are provided to persons manufacturing beer, wine, cider or coolers, within the facility for personal consumption in a private place or for consumption by others in a private place at no charge.

Before starting any U-Brew/U-Vin operation, an Excise Licence and/or Registration must be obtained. For more information contact the Canada Revenue Agency, Federal Excise Duty office at 403-231-4124.

### **Types of Operations:**

- ❑ U-Brew
- ❑ U-Vin
- ❑ Kettle Brewing

### **Health:**

- ❑ To ensure general food safety and hygiene hazards are avoided, use of the *General Principles of Food Hygiene Composition and Labelling* is recommended by the Canadian Food Inspection Agency (CFIA). For more information, contact the CFIA at 306-780-7478.

### **Municipal Approvals:**

- ❑ Floor plan approval
- ❑ Zoning approval

### **Terms and Conditions:**

- ❑ Customers are required to make at least two visits.
  - At the time of the initial visit, customer pays for the product and service, signs a declaration and mixes all the ingredients necessary to start the fermentation process; and
  - At the time of the second visit, the customer is required to prepare the bottles, bottle, label and cork the product.
- ❑ A notice is provided to each customer(s) that the product manufactured is for personal use only.
- ❑ A sales invoice is prepared with all the required information, including the names of the individuals involved in the manufacturing of the product.
- ❑ The sales invoice is kept for two full years.
- ❑ The customer shall remove the bottled product off the U-Brew/U-Vin premises immediately after the bottling process is completed.
- ❑ All carboys used in the production of U-Brew/U-Vin product are to be tagged bearing the number of the sales invoice.
- ❑ Finished product shall not be stored, traded or sold.

***If you are eligible for a U-Brew/U-Vin Operation (see previous page), please complete the following forms located in this package:***

- Application form (page 1)
- Preliminary information (page 17)
- Additional information (page 18)
- Applicant information (page 19)
- Operation type & endorsement form (page 20)
- Certification by applicant (page 21)
- Floor plan details form (page 23)
- Corporate information form (page 24)
- Consent to obtain and release information form (pages 25 & 26). This form is required for all applicants as well as all officers, directors and shareholders (with 20% or more shares) of a corporation
- Attach a floor plan drawing (see the sample drawing and requirements on page 22)

Other forms:

- Application for Federal Excise Licence and/or Registration is to be submitted. For more information contact Canada Revenue Agency, Federal Excise Duty office at 403-231-4124.

## Preliminary Information

*What is the primary purpose of your establishment? (Please check)*

Restaurant (page 7)

Tavern (page 9)

Hotel/Motel

Brew pub

Nightclub

Other

Special Use (page 11)

Manufacturer (page 13)

Brewery

Distillery

Winery

Brew Pub

Cottage Winery

U-Brew/U-Vin (page 15)

*Do you currently hold a liquor permit for an establishment in Saskatchewan (please check):*

**No**  complete the Consent to Obtain and Release Information Form (pages 25 and 26) and take the form to your local police office to obtain a criminal record check.

**Yes**  list the establishment(s) that you are associated with that hold a current liquor permit. **(You may or may not be required to obtain a criminal record check from your local police office as SLGA may have this information on file).**

_____	_____	_____
Establishment name	Town/City	Street Address
_____	_____	_____
Establishment name	Town/City	Street Address
_____	_____	_____
Establishment name	Town/City	Street Address

**(If space is insufficient, please attach additional pages)**

***If the establishment for which you are applying has or wishes to have Video Lottery Terminals or a Breakopen Vending Machine please indicate on the next page. The Electronic Gaming Branch will contact you directly and forward the required application to be completed.***

## Additional Information

1. Do you: (please check one)
- Own                       Sublease                       Lease
- Or are you purchasing?
- When do you expect to have the certificate of title? \_\_\_\_\_
- If you are leasing your establishment, when does your lease expire? \_\_\_\_\_
2. What type of entity are you? (please check one)
- Co-operative     Business corporation
- Partnership of corporations                               Non-profit corporation
- Individual     Partnership of individuals
- Individual and corporation partnership
- Municipality, Regional Park Authority, Provincial Park Authority or Federal Park Authority
3. Is the establishment on reserve status land?    **Yes**  **No**
4. Are there any liquor permitted establishments or government liquor stores in your municipality?    **Yes**  **No**
- If no, SLGA may be required to advertise in the Gazette.*
5. Do you intend to construct, renovate or do structural changes to the establishment?    **Yes**  **No**
6. Has a liquor permit been previously issued for the establishment?                      **Yes**  **No**
- If yes, what was the establishment's name? \_\_\_\_\_*
7. If the establishment previously had a liquor permit, has it been without a liquor permit for longer than six months?    **Yes**  **No**
8. If this is an application for a Restaurant permit, is the restaurant in or adjacent to a hotel or motel?    **Yes**  **No**
- If yes, do you own the hotel or motel?    **Yes**  **No***
9. Do you require an Interim permit? (see page 3)    **Yes**  **No**
10. Are you applying for a Seasonal permit?    **Yes**  **No**
- If yes, from \_\_\_\_\_ to \_\_\_\_\_*
11. What date do you want to start sell liquor? \_\_\_\_\_
12. Does the establishment currently have Video Lottery Terminals (VLTs) or Breakopen Vending Machine (BVM) installed?                      **Yes**  **No**
13. Do you wish to apply for or retain the VLTs or BVM?    **Yes**  **No**
- If yes, the Electronic Gaming Branch will contact you directly.*



### **Applicant information**

Name of individual, company or partnership (as registered on land title or lease):

\_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Business phone: \_\_\_\_\_

### **Establishment information**

Establishment name: \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Business phone: \_\_\_\_\_

### **Establishment mailing address** *(if different from above)*

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

### **Contact person information** *(all future correspondence regarding the liquor permit will be addressed to the contact person identified below)*

Contact name: \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

Note: The contact person also agrees to the release of his/her personal information by SLGA in the event of an inquiry from the general public respecting the permit or the permitted event

**\*\*To receive SLGA's liquor price list, please ensure an e-mail address is provided for set up of online services** \_\_\_\_\_

**How would you like to communicate with SLGA in the future?**

**Mail**

**Fax**

**E-mail**

## Type of Operation & Endorsements

Please complete the section that pertains to the type of permit you are applying for (\*fee required).

### \*Restaurant

#### Endorsements available:

- |   |  |
|---|--|
| <input type="checkbox"/> Catering* (beverage alcohol)   | <input type="checkbox"/> Room service                                |
| <input type="checkbox"/> Lounge*                        | <input type="checkbox"/> Mini bar                                    |
| <input type="checkbox"/> Patio                          | <input type="checkbox"/> Sidewalk café (municipal approval required) |
| <input type="checkbox"/> Banquet room(s) (please list ) | <input type="checkbox"/> Off-sale* (wine only)                       |

Name(s) of banquet room(s): \_\_\_\_\_

### \*Tavern - Type of operation

- |                                      |                                   |                                    |                                |
|--------------------------------------|-----------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> Hotel/Motel | <input type="checkbox"/> Brew pub | <input type="checkbox"/> Nightclub | <input type="checkbox"/> Other |
|--------------------------------------|-----------------------------------|------------------------------------|--------------------------------|

#### Endorsements available:

- |  |  |
|--|--|
| <input type="checkbox"/> Catering* (beverage alcohol)              | <input type="checkbox"/> Daily family dining (hotel/motel only)      |
| <input type="checkbox"/> Off-sale* (all types of beverage alcohol) | <input type="checkbox"/> Sunday family dining (hotel/motel only)     |
| <input type="checkbox"/> Off-sale* (brewed on premises - beer)     | <input type="checkbox"/> Before 5 pm dining (nightclub only)         |
| <input type="checkbox"/> Off-sale* minors allowed in off-sale area | <input type="checkbox"/> Sidewalk café (municipal approval required) |
| <input type="checkbox"/> Patio                                     | <input type="checkbox"/> Other _____                                 |
| <input type="checkbox"/> Mini bar                                  |  |

### \*Manufacturer - Type of operation:

- |                                  |                                     |                                 |                                   |   |
|----------------------------------|-------------------------------------|---------------------------------|-----------------------------------|---|
| <input type="checkbox"/> Brewery | <input type="checkbox"/> Distillery | <input type="checkbox"/> Winery | <input type="checkbox"/> Brew Pub | <input type="checkbox"/> Cottage Winery |
|----------------------------------|-------------------------------------|---------------------------------|-----------------------------------|---|

#### Endorsement available:

- Hospitality Suite

### \*U-Brew/U-Vin

### \*Special Use - Type of operation:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Airplane       | <input type="checkbox"/> Military mess  | <input type="checkbox"/> Theatre premises       |
| <input type="checkbox"/> Billiard hall  | <input type="checkbox"/> Northern outfitter                                     | <input type="checkbox"/> Vessel                 |
| <input type="checkbox"/> Bingo hall     | <input type="checkbox"/> Premises in an airport                                 |   |
| <input type="checkbox"/> Bowling lanes  | <input type="checkbox"/> Premises in a university or post secondary institution |   |
| <input type="checkbox"/> Casino         | <input type="checkbox"/> Premises where exhibition or fairs are held            |   |
| <input type="checkbox"/> Concert hall   | <input type="checkbox"/> Private club   |   |
| <input type="checkbox"/> Curling club   | <input type="checkbox"/> Railway car  |   |
| <input type="checkbox"/> Golf club      | <input type="checkbox"/> Tour bus   | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Golf simulator | <input type="checkbox"/> Sports facility  | _____   |
| <input type="checkbox"/> Home delivery  | <input type="checkbox"/> Sports stadium   |   |
| <input type="checkbox"/> Limousine      | <input type="checkbox"/> Special care facility                                  |   |

#### Endorsements available:

- |   |  |
|---|--|
| <input type="checkbox"/> Patio (not available for billiard hall or golf simulator facilities) | <input type="checkbox"/> Sidewalk café (municipal approval required - not available for billiard halls or golf simulator facilities) |
| <input type="checkbox"/> Off-sale* (northern camps only)                                      | <input type="checkbox"/> On course (golf clubs only)   |
| <input type="checkbox"/> Additional permitted areas (please specify)                          | <input type="checkbox"/> Catering (private clubs only)   |
| <input type="checkbox"/> Trade show (theatres, concert halls and exhibitions only)            | <input type="checkbox"/> Other _____   |



## Liquor Permit – Certification by Applicant

### CERTIFICATION BY APPLICANT

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

Certify:

1. that I/we am/are the applicant(s) named in this application **OR** I am the \_\_\_\_\_ of the Corporation named in this application; [office held]
2. that the facts contained in this application are true in substance and in fact;
3. that the applicant is the owner or lessee of the premises to which the permit relates; or is lawfully entitled to possession of the premises to which the permit relates;
4. that the applicant is not disqualified pursuant to *The Alcohol and Gaming Regulation Act, 1997* from applying for or holding a permit;
5. that the applicant has complied with the requirements of *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2002*;
6. that the applicant is not bound by an agreement to sell any particular kind, class or brand of beverage alcohol (does not apply to theatre or concert premises, sports stadium premises, U-Brew/U-Vin operation premises and any premises in which exhibitions or fairs are presented);
7. that the premises to which the applicant relates are constructed and equipped in accordance with *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2002* and are otherwise suitable for carrying on the business in a reputable way;
8. that the applicant is of good character and has provided details if he or she has been convicted in the three years preceding this application of:
  - (i) a contravention of *The Alcohol and Gaming Regulation Act, 1997* or any Act of any other province of Canada relating to the control of beverage alcohol; or
  - (ii) an offence pursuant to any Act of the Parliament of Canada that involves, directly or indirectly, beverage alcohol or a drug;
9. that:
  - (iii) the applicant has not accepted any money or consideration from a manufacturer [of beverage alcohol] or an agent of a manufacturer [of beverage alcohol], and if so, giving full details;
  - (iv) no manufacturer [of beverage alcohol] or any officer, director, shareholder, employee or agent of a manufacturer [of beverage alcohol] has an interest in the ownership or management of the premises to which the application relates, and if so, whether or not that person has assisted the applicant financially in any way, and if so, giving full details.

Permittee name(s): \_\_\_\_\_  
[please print name(s)]

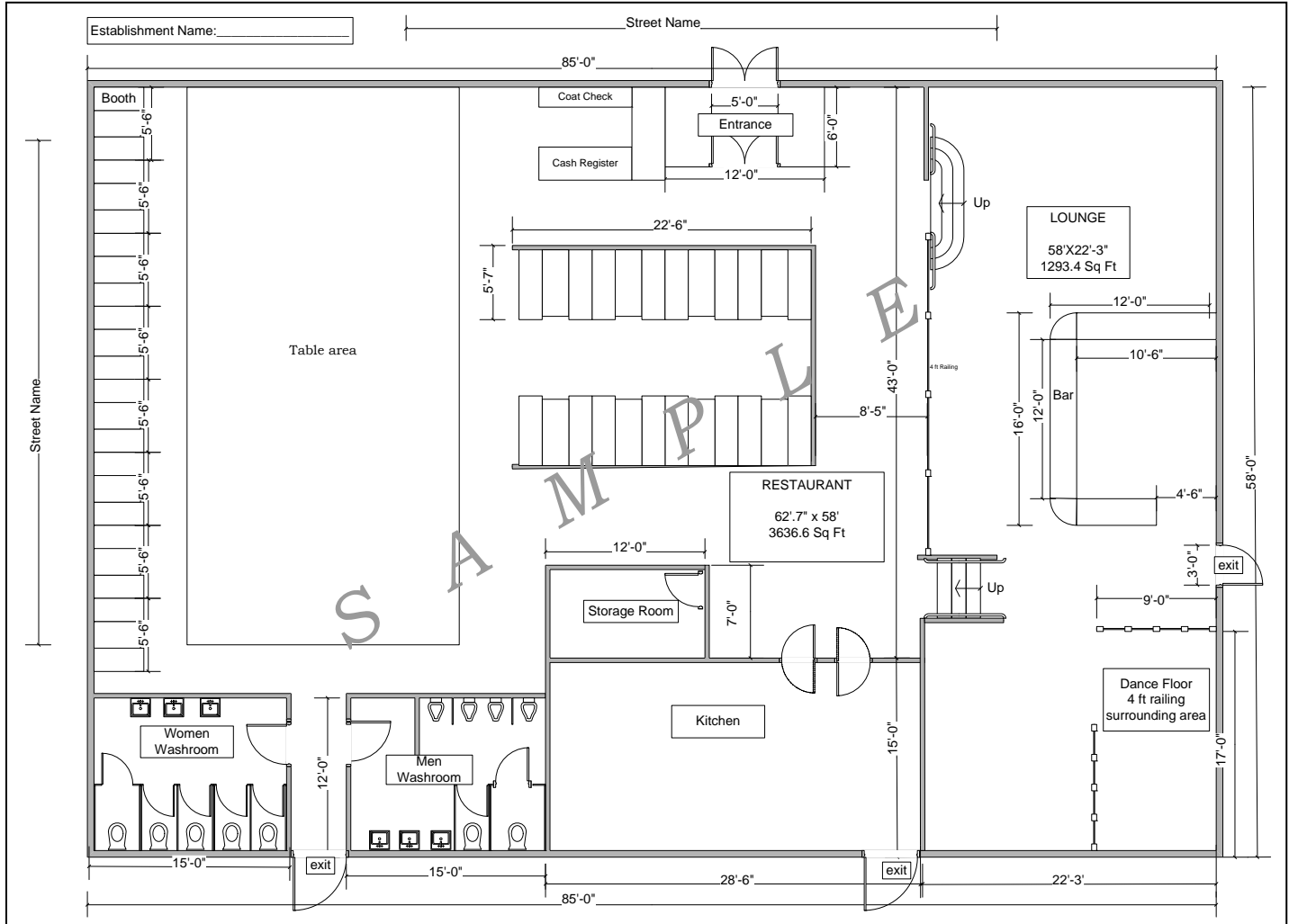
Permittee signature(s): \_\_\_\_\_

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Floor Plan Guide

A floor plan is to provide a “bird’s eye view” of the premises. The plan is to show the scaled dimensions of the premises and the various areas in the premises, the fixed furnishings, and other significant items. A floor plan must be submitted with the liquor permit application.

## SAMPLE FLOOR PLAN



### Floor Plan Requirements:

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Name of Premises</li> <li>2. Address – street names</li> <li>3. Scale – same for all areas of the plan</li> <li>4. Dimensions (metres or feet)</li> <li>5. Entrances and Exits – width</li> <li>6. All areas to be clearly labeled i.e. lounge, kitchen etc.</li> <li>7. Washrooms - # of toilets/urinals/sinks</li> <li>8. Fixed furnishings (booths, bar, dance floor, pool tables, etc.) location and dimensions</li> <li>9. Must include: kitchen(s) or food preparation area(s); Bar(s); areas restricted to employees; stairwells; hallways; liquor storage area(s); and other areas.</li> </ol> | <ol style="list-style-type: none"> <li>10. Endorsement areas requested (examples) <ul style="list-style-type: none"> <li><input type="checkbox"/> Patio</li> <li><input type="checkbox"/> Banquet Rooms</li> <li><input type="checkbox"/> Golf Course</li> <li><input type="checkbox"/> Lounge (must be 50% or less of the floor area of the restaurant and be separated from restaurant by a permanent partition that is at least 1.22 metres or 4 ft in height)</li> </ul> </li> <li>11. Permitted areas must be separated from unpermitted areas by a wall or permanent partition of at least 1.88 metres or 6 ft in height.</li> <li>12. If the establishment currently has VLTs or BVMs installed, please include them in the drawing along with the Automated Banking Machine and the site controller.</li> </ol> |
|--|---|



## Floor Plan Details

Floor Areas	Permit Type					
	Restaurant	Tavern	Special Use	U-Brew/ U-Vin	Manufacturer	
Total Floor Area in m2 <i>or</i> sq. ft.	_____ m2 _____ sq. ft.	_____ m2 _____ sq. ft.	_____ m2 _____ sq. ft.	_____ m2 _____ sq. ft.	_____ m2 _____ sq. ft.	
<i>Lounge</i> (Rest. only)	_____ m2 _____ sq. ft.					
<i>Banquet Room</i> (Rest. only)	Yes <input type="checkbox"/> No <input type="checkbox"/>					
<i>Dance Floor Area</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>			
<i>Hospitality Suite</i>					Yes <input type="checkbox"/> No <input type="checkbox"/>	
Washrooms (public):	Men			Women		
<i>The number of washrooms must meet the National Building Code requirements.</i>	Handicap Accessible	Yes	No	Handicap Accessible	Yes	No
	# of Toilets			# of Toilets		
	# of Sinks			# of Sinks		
	# of Urinals					
Fixed Furnishings: <i>List the various fixed furnishing located in the permitted area (examples # of bars, # of booths, # of pool tables, etc.).</i>						

Patio (deck) Floor Area	Floor Area	Railing Height	Floor Material
<b>Restaurant Permit</b> <i>(Restricted to same floor area as Rest. or 125 sq. m. (1346 sq. ft.), whichever is less and requires an enclosure surrounding the area at least 1.524 m (5 feet)) in height</i>	_____ m2 _____ sq. ft.	_____ m _____ ft.	
<b>Tavern Permit</b> <i>(Restricted to same floor area as Tavern or less and requires an enclosure surrounding the area at least 1.524 m (5 feet))</i>	_____ m2 _____ sq. ft.	_____ m _____ ft.	
<b>Special Use Permit</b> <i>(Restricted to same floor area as Special Use or less and requires an enclosure surrounding the area at least 1.524 m (5 feet). Billiard Hall and Golf Simulator establishments do not qualify for a patio)</i>	_____ m2 _____ sq. ft.	_____ m _____ ft.	

Sidewalk Café Floor Area	Floor Area	Have you received Municipal Approval Yes <input type="checkbox"/> No <input type="checkbox"/>
	_____ m2 _____ sq. ft.	



## Corporate Information form

Please complete this form for each of the applicant companies, as well as all shareholding companies. As the information contained in this form will replace any previously held records, please ensure all information is accurate.

**Company name:** \_\_\_\_\_

**Establishment name:** \_\_\_\_\_

**Location:** \_\_\_\_\_  
Address City, town, village, hamlet, etc. Postal code

What type of entity are you? (Please check one)

<input type="checkbox"/> Co-operative	<input type="checkbox"/> Corporation partnership	<input type="checkbox"/> Business corporation	<input type="checkbox"/> Partnership of individuals
<input type="checkbox"/> Municipality, Regional Park Authority or Federal Park Authority			<input type="checkbox"/> Non-profit corporation

Please list all officers, all directors and all shareholders:

	Name (please print)	Home address	Percentage of shares held	Consent Form attached
<b>President</b>				Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Vice President</b>				Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Secretary</b>				Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Treasurer</b>				Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Director</b>				Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Director</b>				Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Director</b>				Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Director</b>				Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Shareholder</b>				Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Shareholder</b>				Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Shareholder</b>				Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Shareholder</b>				Yes <input type="checkbox"/> No <input type="checkbox"/>

Please list who has financial and or legal signing authority on behalf of the company:

\_\_\_\_\_

\_\_\_\_\_

I certify that the above information is true:

\_\_\_\_\_  
Applicant/permittee signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

**All officers, directors and shareholders (with 20% or more shares) are required to complete the Consent to Obtain and Release Information Form. If an officer, director or shareholder already has an association with an establishment that holds a current liquor permit, the Consent to Obtain and Release Information Form may or may not be required. Please contact SLGA Head Office for more information.**

**NOTE: SLGA will retain the personal information on these forms only as long as it is necessary to fulfill the purposes for which it was collected and in accordance with approved mandatory retention policies and schedules established with the cooperation of the Saskatchewan Archives Board under *The Saskatchewan Archives Act*.**



**CONSENT TO OBTAIN AND RELEASE INFORMATION**

**Information to applicant:**

The Saskatchewan Liquor and Gaming Authority (SLGA) is required by *The Alcohol and Gaming Regulation Act, 1997* and by corporate policy to determine whether or not an applicant for a liquor permit or applicant in a gaming related program, is of good character through investigation.

The SLGA is required under *The Freedom of Information and Protection of Privacy Act* to protect the confidentiality of information in its possession and control, and to use the information only for the purpose for which it is collected.

I am applying to SLGA for liquor and/or gaming purposes in respect to:

\_\_\_\_\_ (Establishment/business name)  
located at \_\_\_\_\_ (Street address) \_\_\_\_\_ (Town/city).

**Personal Data - Please PRINT clearly and fully complete.**

<b>Legal name:</b> _____			
Last	First	Middle	
<b>Current address:</b> _____			
Street address	City	Province	Postal code
<b>Home phone:</b> _____		<b>Work phone:</b> _____	
<b>Gender:</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
<b>Maiden name</b> or any other name ever used: _____			
<b>Date of birth</b> _____		<b>Place of birth</b> _____	
(yy/mm/dd)		(Town/city/province/state and country)	
_____	_____	_____	_____
Height (ft/in)	Weight (lbs)	Eye colour	Hair colour

To verify the information provided by you, take this form to your local police office. If the police are satisfied as to your identity (e.g. birth certificate, photo ID) they will conduct a name search to verify the information you have provided. If there are questions about your identity or the information provided, the police, or SLGA may require a fingerprint submission.

SLGA may request periodic updates as deemed necessary.

**You may not be required to obtain a criminal record check from your local police office if you already have a criminal record check on file with SLGA.**

**\*\*Incomplete documents will be returned and will result in a delay of processing your application.**



**CONSENT TO OBTAIN AND RELEASE INFORMATION (CONT'D)**

**Previous history**

- a) Have you ever been **investigated, detained, arrested, charged or convicted** in connection with any **criminal, drug, gaming, customs, welfare or income tax** offence? Yes  No
- b) In the past three years, have you been convicted of a contravention of *The Alcohol and Gaming Regulation Act, 1997* or any Act of any other province of Canada relating to the control of beverage alcohol? Yes  No
- c) Do you have charges pending in any jurisdiction? Yes  No

**You are required to disclose all criminal investigations, charges and convictions regardless of the outcome (if space is insufficient please attach additional pages).**

Date (mm/yy)	Offence/incident	Disposition/sentence	Investigating police dept.

**A criminal record will not automatically result in your application being denied.** Your record will be discussed with you if it is considered relevant to your need to establish “good character.”

**AUTHORIZATION:**

For the purpose of verifying information supplied to the Saskatchewan Liquor and Gaming Authority (SLGA), I hereby authorize and request the Royal Canadian Mounted Police, or other police agency, to release to the President/CEO of SLGA, or his or her designate, information regarding my criminal history, outstanding charges and previous contacts with the police that is reasonably regarded as necessary for the purpose of processing my application and monitoring of my ongoing suitability with respect to requirements for receiving and maintaining a liquor permit and/or participating in a related gaming program.

I understand that this authorization is effective for the period that I am associated with, or employed by an establishment that has, or is seeking, a liquor permit and/or, is seeking, participating in a related gaming program.

I agree to indemnify and hold harmless SLGA and the person(s) to whom this request is presented and his agents and employees from and against all claims arising out of by reason of complying with this request.

**X** \_\_\_\_\_  
Signature of applicant Date

**RESULTS OF CHECK BY POLICE (may attach results in separate document)**

*(A name check of police records reveals)*

<input type="checkbox"/> No criminal record or outstanding charges	<input type="checkbox"/> A criminal record consistent with that disclosed by the applicant
<input type="checkbox"/> A possible criminal record not disclosed by the applicant	<input type="checkbox"/> Outstanding charge(s) consistent with that disclosed by the applicant

\_\_\_\_\_  
Signature/Rank of Officer Date

\_\_\_\_\_  
Police department/detachment Department stamp