

CHECKLIST for New Manufacturer's Limited Liquor Sales Licence Application

You must submit **all** of the required fees, forms and documents, or your application will be returned to you.

The following items **must** be submitted for your application to be processed:

Application Fee

The application fee is listed on the attached "Fee Schedule". Application fees can be paid by:

- cheque payable to "Minister of Finance". Post-dated cheques are not acceptable.
- money order payable to "Minister of Finance".
- Visa, Mastercard or American Express. Complete the enclosed Credit Card Payment form.

All fees are non-refundable.

Licence number and/or Manufacturer's name must be clearly legible on cheque, money order or credit card slip.

Application Form

- all questions must be answered.
- must be signed and dated by the applicant(s).

Site Plan of the Property

The site plan of the property must outline in red the area(s) in which the manufacturer is applying to have the sale, service and consumption of its product(s) take place. The area(s) must be under the sole control of the manufacturer and located on or immediately adjacent to the manufacturing site of the applicant.

Municipal Resolution

Written notice from the Council of the Municipality within which the applicant's manufacturing site is located confirming that it has passed a resolution in support of the issuance of the licence.

INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT.