



## Commercial Liquor Permit Application Package

**Applying for a liquor permit DOES NOT guarantee approval.**

**Please allow adequate time for processing (approximately 15 days after submitting all required documents).**

Return this form with your completed application package and attach your cheque or money order for \$525.00 (non-refundable) made payable to Saskatchewan Liquor and Gaming Authority or call to pay by credit card. Once we have received the application package and the \$525.00 non-refundable 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**

**This form is to be submitted to SLGA using any of the following methods:**

**Preferred method:**

**Email:** [LiquorLicensing@slga.com](mailto:LiquorLicensing@slga.com)

**Mail:** Box 5054

2500 Victoria Ave Regina SK, S4P 3M3

**Fax:** (306) 787-8981

**COMPLETE AND RETURN ALL FORMS IN THIS PACKAGE**

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## General Information

*The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2016* 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 8 - 14 for permit descriptions.

An **Interim permit** is a temporary liquor permit that allows for the possession and/or the sale and service of beverage alcohol under limited circumstances.

- Fees**
- A non-refundable application fee of \$525 per permit is to be submitted with the completed application package.
  - Permits may be issued for up to three years. Permit and endorsement fees may be paid up front or annually. If the annual payment option is chosen, the permit is only valid for year two and three when the fee for those years is received. The annual permit and endorsement fees are listed below.

### Annual Permit Fees

Permit	City	Town	Village	Hamlet	Resort	Seasonal
Restaurant	\$525	\$263	\$158	\$158	\$158	\$158
Tavern	\$525	\$263	\$158	\$158	\$158	\$158
Special Use	\$525	\$263	\$158	\$158	\$158	\$158
Manufacturer	\$525	\$263	\$158	\$158	\$158	\$158
U-Brew/U-Vin Operation	\$525	\$263	\$158	\$158	\$158	\$158
Retail Store Permit	\$525	\$263	\$158	\$158	\$158	\$158
Interim/Provisional	\$100	\$100	\$100	\$100	\$100	\$100

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

Endorsement	City	Town	Village	Hamlet	Resort	Seasonal
Lounge	\$315	\$158	\$105	\$105	\$105	\$105
Tavern	\$315	\$158	\$105	\$105	\$105	\$105
Craft Alcohol (Off-Site) Off-Sale	\$315	\$158	\$105	\$105	\$105	\$105

- Fees to transfer a permit are \$105.00 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)

*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* and *Saskatchewan Alcohol Manufacturer Policy Manual*, which outline the requirements and responsibilities for each type of permit and permit endorsement, can be viewed on our website at <http://www.slga.com>.

If there is currently no permitted establishment or liquor store in your municipality, SLGA may be required to notify the municipality regarding your intention to operate a liquor permitted establishment before the application can proceed. This may increase the processing time for an application.

### 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 changes to the layout of an existing establishment require approval prior to proceeding with the renovations):

- The floor plan drawing must meet the requirements outlined in the Floor Plan Guide (page 23).
- If you are planning changes to the layout of an existing establishment, please ensure your floor plan drawing clearly labels the proposed renovations.
- A floor plan may not be required if the establishment has been previously permitted and the applicant is not making any changes to the current layout.

A criminal record check from the local police (private/third party checks are not accepted) and Consent to Obtain and Release Information form (page 25-27) will be required from all of the following ownership types:

- Individuals.
- Partners.
- All officers and directors as well as all shareholders holding 20% or more voting or non-voting shares of an applicant corporation.
- All shareholders in a company with a beneficial ownership of 20% or more voting or non-voting shares in an applicant corporation.
- Any person or corporation receiving 20% or more share of revenue from alcohol sales.
- If the applicant is a corporation where a trust holds 20% or more of the voting or non-voting shares, this information and form are required for the trustee and all non-minor beneficiaries receiving 20% or more of the benefits of the trust. A copy of the trust agreement or a lawyer's undertaking describing the trust structure will also be required.

Food menu:

- Restaurant permits, Tavern permits with a family dining endorsement and Special Use sports facilities permits with off-season endorsements require a menu with a reasonable number of meal choices sufficient to constitute lunch or supper.
- Tavern permits (without family dining) and most Special Use permits require a menu with a minimum of appetizer style foods.

Proof of possession required (all permit types), examples include:

- ❑ A copy of the certificate of title.
- ❑ A copy of the lease agreement.
- ❑ A copy of the sublease and head lease agreements as well as the landlord's written consent to the sublease.
- ❑ A copy of the certificate of registration for the vehicle (for Special Use public conveyance permits only).

Municipal approval: Approval from the municipality must be submitted for the following:

- ❑ Daily and Sunday Family Dining endorsements (resolution in council required).
- ❑ Patio (temporary, seasonal, or permanent) endorsements, if on municipal property.

All applicants, with the exception of the Home Delivery Permit and the U-Brew/U-Vin Operation Permit, are required to apply for a Liquor Consumption Tax licence from the Ministry of Finance. For more information, see the Ministry of Finance website at: <http://www.finance.gov.sk.ca>.

If you have any questions regarding the Liquor Consumption Tax, please contact the Ministry of Finance at 306-787-6645 or toll-free 1-800-667-6102.

### **Multiple applicants:**

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

- ❑ Applicant information form (page 18)
- ❑ Corporate information form (page 23)
- ❑ Consent to obtain and release information form (pages 25-27)

Additional copies of these forms may be obtained by:

- ❑ Contacting SLGA at 306-787-5563 or toll-free at 1-800-667-7565
- ❑ Downloading the forms by visiting our website at [www.slga.com](http://www.slga.com)
- ❑ Making photocopies of the blank forms in this application package.

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

*The Commercial Liquor Permittee Policy Manual and Saskatchewan Alcohol Manufacturing Policy Manual which outline the requirements and responsibilities for each type of permit and permit endorsement can be viewed on our website at <http://www.slga.com>*

*The Alcohol and Gaming Regulation Act, 1997 and The Alcohol Control Regulations, 2016 can be viewed on our website at [www.slga.com](http://www.slga.com).*

**For further information, please call SLGA at 306-787-5563 or toll-free 1-800-667-7565.**

## **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 reasonable number of meal choices, sufficient to constitute lunch or supper.

### **Key Conditions of Operation:**

- 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.
- Sale of beverage alcohol for takeout or delivery is only allowed with a food order.
- A public eating establishment licence issued by a public health authority is required but doesn't need to be submitted to SLGA.
- A restaurant establishment with a tavern endorsement must convert to tavern-style operation by 8:00 pm each day that it is open. All Regulations and policies relating to taverns, including minor prohibition, are applicable to the permit during the period it operates as a tavern.

### **Endorsements available:**

- Banquet room(s)
- Catering (beverage alcohol)
- Lounge\*
- Tavern endorsement\*
- Patio (permanent)
- Seasonal patio

\* Fee required

Note that room service and mini bar endorsements will be applied to your permit automatically but may be used only in cases where you have a written agreement with the hotel or motel.

***If you are applying for a Lounge Endorsement for a lounge that is at least 390 sq. ft., you may be eligible to participate in the Video Lottery Terminal (VLT) program. If interested, please respond to questions 9 and 10 on the Additional Information Form (page 16).***



## **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.

### **Food menu:**

- A food menu containing light meals (appetizer style of menu) and non-alcoholic beverages is required before 11:00 p.m.
- After 11:00 p.m., pre-packaged snacks such as chips or peanuts are sufficient.
- If authorized for family dining, food menu containing a reasonable number of meal choices, sufficient to constitute lunch or supper.

### **Key Conditions of Operation:**

- Minors are prohibited.

### **Endorsements available:**

- Patio (permanent)
- Seasonal patio
- Catering (beverage alcohol)
- Daily Family Dining (available only in rural communities where no restaurant with a liquor permit is located in the community)
- Sunday Family Dining (available only in rural communities)
- Early hours opening for meal service, if minors will be present (5:00 a.m. – 9:30 a.m.)

***If you are applying for a Tavern Permit for a tavern that is at least 390 sq. ft., you may be eligible to apply for participation in the Video Lottery Terminal (VLT) program. If interested, please respond to questions 9 and 10 on the Additional Information Form (page 16).***

## **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:**

- ❑ Bingo hall
- ❑ Casinos
- ❑ Catering (no restaurant or tavern permit)
- ❑ Cooking class premises where students prepare and consume meals on-site
- ❑ Home delivery
- ❑ Military messes
- ❑ Northern camps where dining and lodging are provided
- ❑ Premises in a university or post-secondary educational institution
- ❑ Premises in an airport
- ❑ Premises where fairs or exhibitions are held
- ❑ Private clubs
- ❑ Public transportation (i.e. railway car, limousine, airplane, tour bus, pedal pub)
- ❑ Salon or Spa
- ❑ Special care facilities
- ❑ Sports facilities (i.e. curling club, golf club, billiard hall)
- ❑ Sports stadiums
- ❑ Theatre or concert premises
- ❑ Hotel/Motel lobby
- ❑ Premises at a public market

### **Food menu:**

- ❑ A food menu containing light meals (appetizer style of menu) and non-alcoholic beverages is required for most special use permit types. Theatres/ concert premises/ convention centres, and public conveyances are to maintain a supply of non-alcoholic beverages for sale or provision to customers. Salons and spas, hotel/motel lobbies, and public markets are to have pre-packaged snacks (such as chips, nuts, cheese and crackers, etc.) and non-alcoholic beverages for sale or provision to customers. Cooking class premises may serve liquor only during cooking classes and consumption of meals prepared by the students. Catering companies may provide liquor service to an event only if that company is also providing meal service for the event.
- ❑ A Public Eating Establishment Licence is required for a Special Use food catering business permit.

**Endorsements available:**

- Off-sale (northern camps only)
- Patio (permanent)
- Seasonal patio
- Catering
- On course (golf clubs only)
- Trade show (theatre/concert premises, convention centres, premises in university or post-secondary educational institutions, or premises where fairs and exhibitions are held only)

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

### **To be eligible:**

- ❑ An applicant may be eligible for a U-Brew/U-Vin Operation permit for a business that provides goods, facilities and services for customers to manufacture 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.

### **Key Conditions of Operation:**

- ❑ 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:
  - Beer, wine, cider and coolers manufactured is for personal consumption in a private place or for consumption by others in a private place at no charge; and
  - Beer and wine manufactured is for consumption by others at no charge at a family event for which the owner of the beer or wine holds a special occasion permit.
- ❑ 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.
- ❑ All carboys used in the production of U-Brew/U-Vin product are to be tagged bearing the number of the sales invoice.

## Type of Permit: Retail Store

### To be eligible:

- ❑ An applicant may be eligible for a Retail Store permit for a premises on which beverage alcohol is to be sold in closed containers for consumption off the premises.
- ❑ An applicant must be the owner of the interest in a retail store permit.

**Do not apply for a retail store permit if you are not currently the owner of the interest in a retail store permit or in the process of purchasing the interest in a retail store permit.** If you are not sure you are eligible, contact Liquor Licensing Branch at 306-787-5563 or toll free 1-800-667-7565.

### Key Conditions of Operation:

- ❑ In communities with a population of less than 5,000, a retail store may be integrated with another connected business, where the owners are the same.
- ❑ In communities with a population of more than 5,000, a retail store must be a stand-alone store, independent of any other business.
- ❑ With the exception of products sold in growlers, all beverage alcohol must be sold in its original packaging.
- ❑ A retail store must display retail prices. The retail price may be as either before or after taxes and deposits.
- ❑ A retail store permittee must keep records that distinguish between beverage alcohol sold to retail customers, special occasion permittees, and commercial permittees (including other retail stores).

### Endorsements available:

- ❑ Drive-through

## Type of Permit: Manufacturer

### To be eligible:

- An applicant may be eligible for a Manufacturer permit where the primary business to be conducted on the premise is:
  - the manufacture of craft alcohol by fermentation or distillation;
  - the manufacture of beverage alcohol by fermentation or distillation; or
  - the bottling of beverage alcohol.

### Types of manufacturers:

- |                      |                |
|----------------------|----------------|
| □ Craft Winery       | □ Winery       |
| □ Craft Distillery   | □ Distillery   |
| □ Craft Brewery      | □ Brewery      |
| □ Craft Cidery       | □ Cidery       |
| □ Craft Refreshments | □ Refreshments |
|                      | □ Bottling     |

### Key Conditions of Operation:

- The craft manufacturer permit is separated into Craft Manufacturer Type 1 and Craft Manufacturer Type 2. Please see the Saskatchewan Alcohol Manufacturing Policy Manual for more information about the requirements for a Craft Manufacturer Type 1 and Type 2 permit. Generally:
  - Type 1 craft alcohol producers undertake a greater amount of on-site manufacturing (i.e., mashing, fermenting and distilling) on-site with raw inputs.
  - Type 2 craft alcohol producers have less on-site manufacturing processes compared to Type 1 craft alcohol producers.

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.

Tanks utilized in the manufacturing process 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 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
- Craft (off-site) off-sale\*

\* Fee required

## Preliminary Information

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

- Restaurant (page 8)**
  
- Tavern (page 9)**
  
- Special Use (page 10)**
  
- U-Brew/U-Vin (page 12)**
  
- Retail Store (page 13)**
  
- Manufacturer (page 14)**

*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 25-27) 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).**





11. Are you contracting with/for another person or organization to provide beverage alcohol services at the permitted establishment? **Yes**  **No**   
a) *If yes, give full details below*

12. If you answered yes to #11, is there a revenue/profit sharing arrangement? **Yes**  **No**   
a) *If yes, give full details below*

13. Have you accepted any money or consideration from a manufacturer (of beverage alcohol) or an agent of a manufacturer (of beverage alcohol)? **Yes**  **No**   
a) *If yes, give full details below*

14. Does a manufacturer (of beverage alcohol) or any officer, director, shareholder, employee or agent of a manufacturer (of beverage alcohol) have an interest in the ownership (or management of the premises) of which the application relates? **Yes**  **No**   
a) *If yes, has that person assisted you financially in any way?* **Yes**  **No**   
b) *If yes, give full details below*



### **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: \_\_\_\_\_

### **Warehouse address** *(if different from above - if more than one attach as appendix)*

*(Retail store permit and manufacturer permit only)*

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

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

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### **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 \_\_\_\_\_

## Type of Operation & Endorsements

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

**\*Restaurant**

**Endorsements requested:**

- |  |  |
|--|--|
| <input type="checkbox"/> Catering (beverage alcohol)   | <input type="checkbox"/> Patio (permanent) |
| <input type="checkbox"/> Lounge*                       | <input type="checkbox"/> Seasonal patio    |
| <input type="checkbox"/> Karaoke room                  | <input type="checkbox"/> Tavern*           |
| <input type="checkbox"/> Banquet room(s) (please list) |  |

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

**\*Tavern**

**Endorsements requested:**

- |  |   |
|--|---|
| <input type="checkbox"/> Catering (beverage alcohol) | <input type="checkbox"/> Patio (permanent)            |
| <input type="checkbox"/> Daily family dining         | <input type="checkbox"/> Seasonal patio               |
| <input type="checkbox"/> Sunday family dining        | <input type="checkbox"/> Early hours for meal service |
| <input type="checkbox"/> Karaoke room                |   |

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

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Airplane                                    | <input type="checkbox"/> Curling Club   | <input type="checkbox"/> Premises in an Airport      |
| <input type="checkbox"/> Billiard Hall                               | <input type="checkbox"/> Fair/Exhibition premises                               | <input type="checkbox"/> Private Club                |
| <input type="checkbox"/> Bingo Hall                                  | <input type="checkbox"/> Golf Club  | <input type="checkbox"/> Railway Car                 |
| <input type="checkbox"/> Bowling Lanes                               | <input type="checkbox"/> Golf Simulator   | <input type="checkbox"/> Salon or Spa                |
| <input type="checkbox"/> Bus   | <input type="checkbox"/> Home Delivery  | <input type="checkbox"/> Special Care Facility       |
| <input type="checkbox"/> Casino                                      | <input type="checkbox"/> Limousine  | <input type="checkbox"/> Sports Facility             |
| <input type="checkbox"/> Catering (no restaurant or tavern premises) | <input type="checkbox"/> Military Mess  | <input type="checkbox"/> Sports Stadium              |
| <input type="checkbox"/> Concert Premises                            | <input type="checkbox"/> Museum   | <input type="checkbox"/> Theatre Premises            |
| <input type="checkbox"/> Convention Centre                           | <input type="checkbox"/> Northern Outfitter                                     | <input type="checkbox"/> Vessel                      |
| <input type="checkbox"/> Cooking Class Premises                      | <input type="checkbox"/> Premises in a University or Post Secondary Institution | <input type="checkbox"/> Pedal Pub                   |
|  |   | <input type="checkbox"/> Hotel/Motel Lobby           |
|  |   | <input type="checkbox"/> Premises at a Public Market |

**Endorsements requested:**

- |   |  |
|---|--|
| <input type="checkbox"/> Patio (permanent)              | <input type="checkbox"/> Seasonal Patio                              |
| <input type="checkbox"/> Off-sale (northern camps only) | <input type="checkbox"/> Additional permitted areas (please specify) |
| <input type="checkbox"/> Catering                       |  |
| <input type="checkbox"/> On course (golf courses only)  |  |

Name of additional permitted areas: \_\_\_\_\_

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

**\*Retail Store - Type of operation:**

Do not apply for a retail store permit if you are not currently the owner of the interest in a retail store permit or in the process of purchasing the interest in a retail store permit. If you are not sure you are eligible, contact Liquor Licensing Branch at 306-787-5563 or toll free 1-800-667-7565.

- Stand Alone (required if population greater than 5,000)
- Integrated

**Endorsements requested:**

- Drive-Through

**Would you like to process special occasion permits for customers:**

- Yes (requires its own email, please provide)
- No

\_\_\_\_\_

**\*Manufacturer - Type of operation:**

**Endorsements requested:**

- Hospitality Suite
- Craft alcohol (off-site) off-sale\*

## 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 **OR** I am the contact; [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, 2016*;
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, 2016* 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.

Applicant/Contact name(s): \_\_\_\_\_  
[please print name(s)]

Signature(s): \_\_\_\_\_

Establishment Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Liquor Permit – Declaration by Applicant

### COMPLIANCE WITH OTHER APPLICABLE LEGISLATION

SLGA requires all permitted establishments to comply with any relevant federal, provincial, or municipal legislation. All liquor permitted establishments must have approval from a Building Inspector to ensure the establishment complies with relevant building codes. Liquor permitted establishments that operate as public eating establishments (including but not necessarily limited to restaurants and taverns with dining endorsements) must also obtain a Public Eating Establishment licence.

By completing the declaration below, you are confirming that your establishment has had a building inspection and, if appropriate, a health inspection resulting in a Public Eating Establishment licence, and that no observations were made that would prevent the establishment from conducting the requested operations. All applicants are required to maintain written proof of these inspections and provide them to SLGA upon request.

By completing the declaration below, you are also confirming that your establishment and operation are and will remain in compliance with any relevant federal, provincial, or municipal laws.

### IMPORTANT NOTICE:

If an establishment is not in compliance with applicable health and/or building code requirements or any other relevant laws, SLGA may refuse to issue a permit, or may suspend or cancel an existing commercial liquor permit.

### DECLARATION:

I solemnly declare that the premises to which this application relates have had a building inspection and, if appropriate, a health inspection, and that no issues exist that would prevent me from conducting operations consistent with the commercial liquor permit being applied for. In addition, I declare I am in possession of documentary proof of these inspections and can provide said documents to SLGA authorities upon request.

I solemnly declare that the establishment and operation to which this application relates are and will remain in compliance with any relevant federal, provincial, or municipal laws.

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

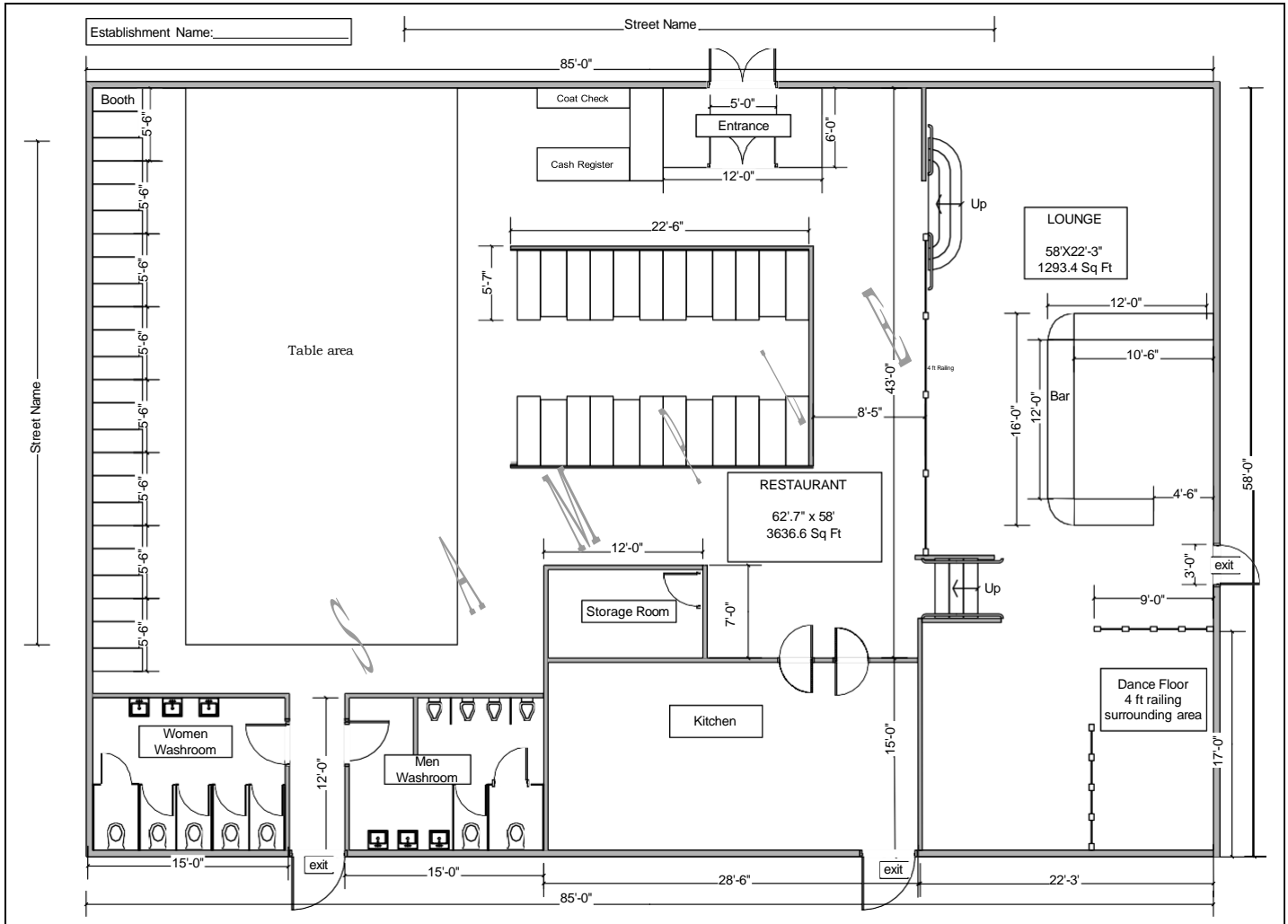
Applicant signature(s): \_\_\_\_\_

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. Washrooms – location/access</li> <li>6. Bar(s) – location and dimensions</li> <li>7. Please include: entries and exits; kitchen(s) or food preparation area(s); areas restricted to employees; stairwells; hallways; liquor storage area(s); and other areas. All areas to be clearly labeled.</li> </ol> | <ol style="list-style-type: none"> <li>8. Endorsement areas requested (examples) <ul style="list-style-type: none"> <li><input type="checkbox"/> Patio (include location, type, and height of enclosure)</li> <li><input type="checkbox"/> Banquet Rooms</li> <li><input type="checkbox"/> Golf Course</li> <li><input type="checkbox"/> Lounge (must be 100% or less of the floor area of the restaurant, with the separation clearly marked, typically by a permanent partition that is at least 1.22 metres or 4 ft in height)</li> </ul> </li> <li>9. The separation between permitted and unpermitted areas must be clearly marked, typically by a permanent partition that is at least 1.88 metres or 6 ft in height.</li> <li>10. If the establishment currently has VLTs installed, please include them in the drawing along with the Automated Banking Machine and the site controller.</li> </ol> |
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## Corporate Information form

Please complete this form for each of the applicant companies, as well as all shareholding companies or trusts. 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, Park Authority, or other government entity		<input type="checkbox"/> Trust	<input type="checkbox"/> Non-profit corporation

Please list all officers, directors, shareholders, partners, trustees, and/or beneficiaries:

Position held	Signing Authority	Name (please print)	Home address	Percentage of shares held
President/Trustee	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Vice President	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Secretary	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Treasurer	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Director/Partner	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Director/Partner	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Shareholder/Beneficiary	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Shareholder/Beneficiary	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Contact	Yes <input type="checkbox"/> No <input type="checkbox"/>			
	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 certify that the above information is true:

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

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

\_\_\_\_\_  
Date



## PERSONAL HISTORY AND CONSENT TO OBTAIN AND RELEASE INFORMATION

**\*\*Saskatchewan Liquor and Gaming Authority (SLGA) requires a completed Personal History and Consent to Obtain and Release Information form and a Criminal Record Check every three (3) years. An update may also be requested at any time during the term of the permit. \*\***

### Part 1 Personal Information

Complete this form for:

- All shareholders with 20% or more shares, as well as all directors and officers in the applicant company;
- All shareholders in a company with a beneficial ownership of 20% or more shares in the applicant company; and
- Any person or corporation receiving 20% or more share of revenue from alcohol sales.

If more room is needed on any section, please attach information as an appendix.

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.

Incomplete documents will be returned and will result in a delay of processing your application. You are required to provide a criminal record check obtained from your local police office.

<b>Personal Data - Please PRINT clearly and complete all areas.</b>			
<b>Name:</b> _____			
Last	First	Middle	
<b>Current address:</b> _____			
Street address	City	Province	Postal code
<b>Home Phone:</b> (_____) _____		<b>Work:</b> (_____) _____	
<b>Cell:</b> (_____) _____			
<b>Email Address:</b> _____			
<b>Sex:</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> _____	
(yyyy/mm/dd)		(Town/City/Province/State and Country)	
_____	_____	_____	_____
<b>Height (ft/in)</b>	<b>Weight (lbs)</b>	<b>Eye color</b>	<b>Hair color</b>

### Part 2 Criminal History / Civil Proceedings / Financials

The following questions relate to the existence of a criminal history. A criminal history may include criminal investigations, detentions, arrests and charges that may or may not have resulted in a conviction. Any statement regarding a criminal history will be verified through a criminal record check.

You are required to disclose all criminal investigations, charges and convictions regardless of the outcome. Please answer the following questions.

1. Have you ever been investigated, arrested, detained, charged, or convicted of an offence (such as criminal, drug, gaming, customs, income tax or any offence related to any government assistance program) in any jurisdiction?

**Yes - provide the information requested below**

**No – proceed to the next question**

If 'yes' please provide the details (eg. date and place of investigation, detention, arrest, charge or conviction, the description/circumstances of the offence(s), the disposition of sentence and the name of investigating police agency or enforcement body). Attach information as an appendix if necessary.

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2. Do you have charges or warrants outstanding or pending in any jurisdiction?

**Yes - provide the information requested below**

**No - proceed to the next question**

If 'yes' provide the details (eg. date of charge/offense(s), the description/circumstances of the offence(s), and the name of investigating police agency or enforcement body). Attach information as an appendix if necessary.

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3. In the past three (3) years have you been convicted or sanctioned for violation of, or non-compliance with *The Alcohol and Gaming Regulation Act, 1997*, or *The Alcohol Control Regulations, 2016* or any Act or Regulations of any other province of Canada relating to the control of beverage alcohol?

**Yes - SLGA has taken compliance/ enforcement action (proceed to next question)**

**Yes – In another province (provide the information requested below)**

**No - proceed to the next question**

If 'yes' please provide the details including the name of the jurisdiction and the reason and date of action. Attach information as an appendix if necessary.

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4. Have you or a business you were involved with ever had a liquor permit or gaming related program, license, or other similar qualification refused, suspended, revoked, or withdrawn?

**Yes - provide the information requested below**

**No - proceed to the next question**

If 'yes' please provide details including the name of the jurisdiction and the reason and date of action. Attach information as an appendix if necessary.

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**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.**

### Part 3 Declaration

The Saskatchewan Liquor and Gaming Authority (SLGA) is required to collect personal information for the purpose of evaluating suitability of character for key stakeholders in prospective liquor permit applicants as well as maintaining good character during the term of the permit. This information is collected under *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2016*. In order to comply with requirements set forth in *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2016* **the following consent form allows SLGA representatives to verify or investigate the information provided in this Personal Disclosure Form.** SLGA is required under *The Freedom of Information and Protection of Privacy Act*, to protect the confidentiality of such information in its possession and control, and to use the information only for the purpose for which it is collected. SLGA will retain the personal information on this form only as long as it is necessary to fulfill the purposes for which it is collected and in accordance with approved mandatory retention, policies and schedules established with cooperation of the Saskatchewan Archives Board under *The Saskatchewan Archives Act*.

I, \_\_\_\_\_, **HEREBY:**  
First and Last Name (please print)

- (a) consent to the direct and indirect collection from any source and to the use by SLGA of all personal, business, general, or criminal information or documents that SLGA may reasonably require to determine compliance with the requirements under *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2016* to grant and maintain a liquor permit to the applicant, namely whether the applicant (including individuals such as shareholders, officers, directors and affiliated companies, identified in connection with the applicant) is of good character.
- (b) consent to the release by SLGA of any information authorized to be collected pursuant to clause (a), to any law enforcement agency or other alcohol regulatory agency with respect to the conduct of investigations pursuant to the Acts and Regulations the alcohol regulatory agency administers and laws that are enforced by its officers or employees;
- (c) consent to the release to SLGA by all persons, including but not limited to all federal, provincial, or municipal licensing bodies and departments, police services, law enforcement agencies, Canada Customs and Revenue Agency, professional and industry associations, business, general or criminal information or documents that SLGA reasonably determines it requires respecting this applicant;
- (d) release all persons referred to in paragraph (c) including their officers, agents and employees, from all liability respecting the release of information to SLGA pursuant to paragraph (c); and
- (e) acknowledge and understand that a photocopy or other electronic reproduction of this document will have the same force and effect as the original;
- (f) understand that the consent is in effect for as long as I maintain my involvement with a liquor permit with SLGA; and
- (g) certify that the information provided in this application is accurate, correct and true. I understand that if any of the information provided in this application is not accurate, correct and true, SLGA may deny my application or may subsequently revoke my liquor permit. I further understand that if any of the information provided in this application is fraudulent, I may be subject to prosecution under the *Criminal Code of Canada*.

If you have not done so already or if your criminal history has changed, you are required to provide a criminal record check obtained from your local police office or RCMP detachment.

**AUTHORIZATION:**

I have read and understand the previous statements.

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 (RCMP) or other police agency, to release to the President/CEO of SLGA, or their designate, information regarding my criminal history, outstanding charges and previous contracts 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.

I understand that this authorization is effective for the period that I am seeking or associated with, a liquor permit.

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

\_\_\_\_\_  
First and Last name (please print)

\_\_\_\_\_  
Date (yyyy/mm/dd)

\_\_\_\_\_  
Signature (digital signatures not accepted)

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**RESULTS OF CHECK BY POLICE OR RCMP** (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 (yyyy/mm/dd)

\_\_\_\_\_  
Police Department / Detachment

\_\_\_\_\_  
Department Stamp