

Issued April 2021

Commercial Permittee Bulletins are issued on an as needed basis. The information is primarily intended for Saskatchewan commercial permittee.

Home Delivery Permit

The home delivery policy has been amended to make companies using independent contractors for delivery eligible for a home delivery permit.

Important Details to note:

- All delivery persons are to have valid Serve It Right Saskatchewan (SIRS) certification. For more information on SIRS, see www.sirs.ca.
- Beverage alcohol may only be delivered by persons 19 years of age and older.
- Passengers are not to be transported when beverage alcohol for delivery is in the vehicle.
- The home delivery permittee is responsible for the actions of its contractors, including any noncompliance with *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016*, and the terms and conditions of the permit.
- The home delivery permittee is to maintain an up-to-date list of all its contractors and proof of their completion of SIRS certification, and provide same to SLGA if requested.
- To obtain a home delivery permit, applicants are required to go through SLGA's application and approval process.
- If a retail store permittee, craft alcohol producer, or permitted establishment contracts with an individual or company (e.g. taxi or food delivery company) to deliver beverage alcohol on its behalf, it is to obtain proof that the individual or company has a valid home delivery permit.
- Full details of the home delivery policy are available in the Appendix below.

For further information about a home delivery permit, contact SLGA Licensing Services at 1-800-787- 5563 or ll@slga.gov.sk.ca.

If you have questions or require clarification, please contact Tiffany Eide at 306-787-8637 or teide@slga.gov.sk.ca.

Appendix - Home Delivery Policy

1. Home Delivery

A special use permit may be issued respecting home delivery, which provides the authority to deliver beverage alcohol to a private place for a fee.

A. Eligibility

- i. Retail store permittee;
- ii. Craft alcohol producer; or
- iii. A person or company who does not hold any other type of liquor permit (e.g. food delivery company, taxi company, a gift basket business wishing to include beverage alcohol in gift baskets for home delivery).

B. Application requirements

- i. Home delivery permit applicants are not required to provide all the information requested of establishments that provide on-site consumption. Along with the application form and applicable fees, applicants are required to provide:
 - A Corporate Information form.
 - Consent to Obtain and Release Information and criminal history forms for all directors, officers, owners, or shareholders with 20% or more of shares in:
 - the permitted company (not required if the company is traded on a public exchange);
 - a company that holds 20% or more voting, non-voting, or combined shares in the permitted company (not required if either company is traded on a public exchange).
 - Statutory Declaration form and proof of advertising (advertising not to be carried out until authorized by SLGA)
- ii. Home delivery companies are not eligible for interim permitting.
- iii. Permittees are required to report to SLGA all changes to criminal history information that take place during the term of a permit. SLGA may also periodically obtain updated criminal history information from the Canadian Police Information Centre for all owners and significant shareholders.

C. Delivery requirements

- i. Beverage alcohol may be delivered under a home delivery permit by the permittee, its employee, or an independent contractor hired by the permittee.
- ii. The delivery person is to have valid Serve It Right Saskatchewan (SIRS) certification.
- iii. The home delivery permittee is responsible for the actions of its contractors, including any noncompliance with The Alcohol and Gaming Regulation Act, 1997, The Alcohol Control Regulations, 2016, and the terms and conditions of the permit.
- iv. The permittee is to have the customer's purchase order prior to purchasing beverage alcohol. The purchase order is to contain:
 - The name and address of the permittee;
 - The kinds and quantities of the beverage alcohol to be purchased; and
 - The address where the beverage alcohol is to be delivered.
- v. All orders must be accepted and processed by the company identified on the permit.
- vi. Beverage alcohol is to be delivered:
 - To a person who is not a minor and does not appear to be intoxicated;

- To a private place within the province of Saskatchewan where it is lawful to store and consume the beverage alcohol, excluding hospitals, institutions or facilities where the nature of the facility is to treat alcohol/substance abuse addictions; or
- Between 9:30 a.m. and 3:00 a.m. *For more information about Hours and Days of Operation, see Section 9 of this Chapter.*

vii. The charge for home delivery of beverage alcohol must be the same price paid by customers at a retail store or permitted establishment, plus a separate delivery charge and any other applicable service fees. Customers are to be informed of both the purchase price and the delivery charge at the time of placing the order.

viii. Passengers are not to be transported when beverage alcohol for delivery is in the vehicle.

ix. A permittee who ceases to deliver beverage alcohol shall immediately surrender the permit to SLGA.

x. If a retail store permittee, craft alcohol producer, or permitted establishment contracts with an individual or company (e.g. taxi or food delivery company) to deliver beverage alcohol on its behalf, it is to obtain proof that the individual or company has a valid home delivery permit.

D. Filling Orders/Inventory

- Orders must be filled from a retail store, a craft alcohol producer, or a permitted establishment.
- Orders must be filled during the hours and days that beverage alcohol may be lawfully sold, and
- The home delivery permittee may not keep an inventory of beverage alcohol.

E. Minors

- Beverage alcohol may only be delivered by persons 19 years of age and older.
- Beverage alcohol may only be delivered to, and accepted by, persons 19 years of age and older.

F. Identification and Signature Required on Delivery

- The permittee, its employee, or contractor shall, upon delivering beverage alcohol to a customer, require the customer to:
 - Provide legal identification to verify the customer is not a minor, and
 - Sign and return a copy of the receipt for the sale and delivery of beverage alcohol as certification that the customer has received the delivery and is not a minor.

Identification is required from all home delivery customers, regardless of apparent age. *For more information about identifying a minor and verifying the authenticity of identification, see Section 7(g) of this Chapter or the Appendix of this Manual.*

- The permittee, its employee, or contractor shall refuse to complete the delivery of beverage alcohol if the customer:
 - Is unable or refuses to meet the requirements noted in subsection (i);
 - Is a minor; or
 - Appears to be intoxicated.
- Any beverage alcohol that is not delivered must be returned by the permittee to the place of purchase or disposed of in a manner satisfactory to SLGA.
- The home delivery permittee is to ensure that signed receipts and any records regarding the delivery of beverage alcohol are kept as may be required by the Canada Revenue Agency and is to be available for inspection by SLGA upon request. *For contact information for the Canada Revenue Agency, see the Appendix of this Manual.*
- The home delivery permittee is to maintain an up-to-date list of all its contractors and proof of their completion of SIRS certification, and provide same to SLGA if requested.