
NEW YORK STATE LIQUOR AUTHORITY
APPLICATION
for
ALCOHOLIC BEVERAGE CONTROL
WINERY RETAIL ON-PREMISES LICENSE

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DIRECTIONS FOR COMPLETING THIS LICENSE APPLICATION

- Must be TYPED or PRINTED in ink.
 - Complete applicable forms FULLY.
 - Follow instructions carefully.
-

S.L.A. ZONE OFFICES:

ZONE 1

State Liquor Authority
317 Lenox Ave.
New York, New York 10027
Telephone: 212-961-8385

ZONE 2

State Liquor Authority
Alfred E. Smith Building
80 So. Swan Street Suite 900
Albany, New York 12210-8002
Telephone: 518-474-7604

ZONE 3

State Liquor Authority
Iskalo Electric Tower Bldg.
535 Washington St. Suite 303
Buffalo, New York 14203
Telephone: 716-847-3035

SYRACUSE DISTRICT OFFICE

State Office Building
333 E. Washington Street Room 205
Syracuse, NY 13202
Telephone: 315-428-4198

WHERE DO I FILE MY APPLICATION?

- This application must be filed with the State Liquor Authority office (addresses on front cover) that supports the county where you will establish your business.

ZONE 1	ZONE 2	SYRACUSE DISTRICT	ZONE 3
Bronx Kings Nassau New York Queens Richmond Suffolk Westchester	Albany Clinton Columbia Dutchess Essex Franklin Fulton Greene Hamilton Montgomery Orange Putnam Rensselaer Rockland Saratoga Schenectady Schoharie Sullivan Ulster Washington Warren	Broome Cayuga Chenango Cortland Delaware Herkimer Jefferson Lewis Madison Oneida Onondaga Oswego Otsego St. Lawrence	Allegany Cattaraugus Chautauqua Chemung Erie Genesee Livingston Monroe Niagara Ontario Orleans Schuyler Seneca Steuben Tioga Tompkins Wayne Wyoming Yates

- This application must be accompanied by the appropriate fee in check or money order form ONLY. Cash will not be accepted. **Check must be made payable to the New York State Liquor Authority.**

CODE	ANNUAL FEE BY LOCATION		FILING FEE
	<i>(in cities having a population of 100,000 or more)</i>	<i>(elsewhere - cities with a population of less than 100,000)</i>	
WW-353	\$480.00	\$240.00	\$100.00

INSTRUCTIONS

This application is to be used by a licensed winery to apply to the Liquor Authority for a license to sell wine at retail for consumption on the premises (Section 76, Subdivision 3 of the ABC Law). This license also includes authorization for the on-premises sale of beer, wine product and cider.

The annual duration of this license shall be co-extensive with the term of the winery license.

1. To synchronize the expiration of the license, the annual fee will be pro-rated at a **monthly rate** of:

(a) In cities having a population of 100,000 or more _____ \$40.00

(b) elsewhere _____ \$20.00

➤ For computational purposes, please utilize the following fee payment worksheet:

_____	X	=	_____	=	_____	+ \$100 Filing Fee	=	_____
A			B					C

A. Count the number of months from the anticipated date you will submit this application to the expiration date of your winery license. Subtract 1 month from this number. Enter this amount in section A.

B. In section B, place the monthly pro-rated fee from the above schedule.

C. Section C is the total fee due after the calculation is performed.

2. Winery licensee must provide a Penal Bond in the sum of \$1,000 issued by the authorized surety company.

3. Diagram(s) on 8 ½" x 11" paper must be submitted which illustrate the interior arrangement of the proposed premises where the permitted beverages will be consumed, and which show the spatial relationship to the licensed winery. Included in the sketch should be the measurements and location of any bar, bathroom(s), tables, chairs, entrances and exits, display windows, counters, closets, shelving and storage.

4. A "Notice" must be published in the newspaper, and proof of publication shall be submitted to the Authority in the manner described in the accompanying "Notice to On-Premises Applicants".

5. Accompanying "Affidavit" must be completed.

6. Section G – Establishment Questionnaire must be completed (attached).

7. Section H – Method of Operation must be completed (attached).

APPLICATION FOR RETAIL WINE LICENSE FOR ON-PREMISES CONSUMPTION BY A WINERY

It is not necessary to employ any person, agency or organization to assist you in filing this application. Beware of persons claiming to be able to assist you in securing action on your application. The payment of money or other thing of value for the use of influence, or promise of influence in obtaining a license is a violation of law and offenders will be prosecuted.

1. Applicant Name _____

Trade Name (D/B/A) _____

Winery License (serial) Number: _____

2. Premises Address _____

City, Town or Village _____ ZIP _____

County _____ Telephone No. _____

Between what streets _____

Has premises been know by any other address? If YES, please specify _____

E-mail address (if available) : _____

Premises Post Office Address (if different from above) _____

3. Attorney/Representative Name _____

Office Address _____ ZIP _____

City/Town/Village _____ Telephone No. _____

E-mail address (if available): _____

4. Total Payment Due: _____ \$

[OFFICE USE ONLY]

Date filed:

STATE LIQUOR AUTHORITY action:

Approval

Disapproval

SERIAL NUMBER: _____

Assigned To: _____

NEW

TRANSFER

NOTICE TO ON-PREMISES APPLICANTS

Effective August 22, 1999, all applicants for licenses for on-premises consumption **must publish a NOTICE in a newspaper**, designated by the County Clerk, once a week for two successive weeks as hereinafter provided.

- If the proposed premises are located in any county **other** than New York, Kings, Queens, or Bronx, the NOTICE shall be published in a daily or weekly newspaper in the city, town or village in which the premises are located and if there be none in a daily or weekly newspaper in the county where the premises are located.
- If the proposed premises are located in the counties of New York, Kings, Queens or Bronx, the NOTICE shall be published in one daily and one weekly newspaper published in the county where the premises are located.

The NOTICE shall be printed in **English** in substantially the following form:

Notice is hereby given that a license, number *(fill in license number *)* for *(fill in beer, liquor and/or wine, as the case may be)* has been applied for by the undersigned to sell *(fill in beer, liquor and/or wine, as the case may be)* at retail in a *(hotel, club, restaurant, vessel, car, or other type of establishment, as the case may be)* under the Alcoholic Beverage Control Law at *(fill in street address, city, town or village and county in which the premises are located)* for on-premises consumption.

(fill in name of applicant)

(fill in address of applicant)

The first publication shall be made within 10 days of the filing of the application. Applicant shall obtain two original copies of proof of publication. One original copy must be submitted to the Authority within 15 days of receipt. The second original shall be retained by applicant. **Except for good cause shown, the Authority shall not issue the license unless proof of publication is submitted within such 15 day period.** The form of proof of publication shall be as follows:

STATE OF NEW YORK

COUNTY OF _____

_____ of _____ being duly sworn, says that (s)he is

_____ of the publishers of the _____, a (daily) or

(weekly) newspaper (printed and) published in the (city, town, or village and county) _____

_____, and that the notice of which the annexed is a true copy, has been

published in said newspaper for two successive weeks commencing on the _____ day of

_____.

Sworn to before me this _____ day of _____

* IF KNOWN

APPLICANTS STATEMENT

Any answer or statement, which is false, made by the applicant may constitute perjury and may subject any permit or license issued hereunder to revocation or cancellation.

I,

, the applicant, (sole proprietor, partner, corporate principal or LLC member) for an Alcoholic Beverage Control Retail License understand that the New York State Liquor Authority will **rely** on each and every answer in the application and accompanying papers in reaching their determination and state, under penalty of perjury, that all statements therein are **true** to the best of my knowledge and belief.

I further state that the location and layout of the premises to be licensed does not violate any requirement of the ABC Law.

I verify if any change occurs prior to the receipt of the license, I will notify the Authority by registered or certified mail within 48 hours or if change occurs after receipt of the license, I will notify the Authority similarly within 10 days. I understand that failure to give the required notice will violate the Alcoholic Beverage Control Law and may result in revocation of the license.

Signature

Date