
NEW YORK STATE LIQUOR AUTHORITY

APPLICATION
for

ALCOHOLIC BEVERAGE CONTROL RETAIL LICENSE - VESSEL

CONTENTS

- Instructions for completing forms
- Application Forms
- Personal Questionnaire

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 Building
535 Washington St. Suite 303
Buffalo, New York 14203
Telephone: 716-847-3035

SYRACUSE DISTRICT OFFICE

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

VESSEL FEE SCHEDULE

Code	License Class	Length	Fee	Filing Fee
150	Fishing Vessel	3 yrs	120.	100.
140	Vessel Beer	3 yrs	480.	100.
240	Vessel Liquor	2	3,200.	200.
540	Summer Vessel Liquor	4/1 thru 10/31	448.	200.
	Additional Bar	Term & Fee equal to original license		\$20

REMEMBER: The term of your surety bond must coincide with the expiration date of your liquor license.

ALL applications must be submitted to the ZONE II Office:

State Liquor Authority
80 S. Swan Street – Suite 900
Albany, NY 12210-8002

INSTRUCTIONS

INTRODUCTION

The following material has been prepared to assist you, the applicant, in developing and filing a completed application which will result in the approval and issuance of the type of license you desire. It is important to understand that it is your responsibility to present a clear picture of what you intend to do and how you will accomplish this. You should note that the application covers four (4) major areas which will be considered.

1. You the applicant - do you qualify to be given a license?
2. The premises (vessel) - does it qualify to be licensed; are there any current problems (if the premises is no licensed) that would affect the application?
3. The money you need to turn the key and start operating; where does it come from?
4. Method of operation - what do you plan to do and how do you plan to do it?

SECTION A

Line 1

FULL NAME OF APPLICANT

- Enter individual applicants full name.
- If a partnership, enter full name of each partner, limited partners and the number of limited partners.
- If a corporation, enter the corporate name.
- If a limited liability company, enter the company name.

NAME OF VESSEL

- Enter full name of vessel to be licensed.
- Enter Coast Guard Registration # of vessel to be licensed and supply a copy of the Coast Guard Registration for the vessel to be licensed.

MOORING PLACE OF VESSEL

Enter the address where the vessel will be moored.

Line 2:

OFFICE ADDRESS OF APPLICANT

- Enter the office address and county of the applicant seeking to be licensed (911 street address where applicable).

Line 3

ATTORNEY/REPRESENTATIVE NAME

- Enter name, address and telephone number of Attorney, representative or agent assisting the applicant in the completion, filing and handling of the application.
- (Exceptions: Employment of photographers, surveyors or draftsmen need not be set forth.)

Line 4

ALCOHOLIC BEVERAGE LICENSE CLASS

- Refer to the Vessel Fee Schedule for the license class and code number and enter these in the spaces on line 4.

THE APPLICANT MUST ACCOUNT FOR AND DOCUMENT THE SOURCE OF ALL FUNDS INVESTED IN THE LICENSED BUSINESS OR VESSEL.

EXAMPLES OF DOCUMENTS TO SUBMIT:
(See below for more detailed instructions)

1. Commitment letters for bank loans
2. Loan agreements
3. Loan letters for personal loans
4. Bank and stock account statements
5. Sales Contract

(Copies are acceptable)

Re: Bank and Stock Account Statements:

Submit copies of your most recent statements showing the activity in the account for a minimum of the last three months.

- If you are borrowing money or are receiving a GIFT from an individual, that person must submit:
 - a. Personal Questionnaire;
 - b. Loan or gift letter; and
 - c. Copy of account from which funds will be loaned or gifted going back the last three months.

Important

You are not limited to the above. Submit any and all records, documents, affidavits that you feel may assist you in explaining your financing, background and operation of the applied for business.

SECTIONS C THRU G

CAREFULLY READ instructions at the top of each form to determine if applicant must complete the form.

Questions on these forms should be self-explanatory.

PENAL BOND

- Submit a penal bond in the sum of \$1,000, issued by any qualified surety company authorized to execute

Must be completed in full by the following persons:

- all license applicants
- each partner in a partnership
- each limited liability manager & members with at least 10% operating interest or
- file LLC/holding corporation stipulation if 10 or more members
- each limited partner
- corporate officers, directors, and stockholders with at least 10% stock ownership
- individual lenders and donors
- co-signers of loans
- spouses who assist in management of premises
- landlords

Each questionnaire must be signed and dated.

PHOTOGRAPHS

such bonds in the State of New York.

- Bonds for code 240 licenses EXPIRE two years from date of issuance.
- Bonds for code 540 licenses EXPIRE the same year as the date of issuance.
- THE BOND MUST HAVE THE PREMISES NAME AND ADDRESS TYPED EXACTLY AS IT APPEARS ON THE APPLICATION. THE ADDRESS IS THE MOORING STREET ADDRESS.
- The expiration date must indicate **ONLY** the year of expiration.
- APPLICANT MUST SIGN THE BOND.

ELECTRONIC FINGERPRINTING

PERSONS REQUIRED TO BE FINGERPRINTED:

- All individual applicants.
- All partners in a Partnership and Limited Liability Partnership (LLP).
- For Corporations and Limited Liability Companies (LLC).

NOTE: Persons CURRENTLY licensed by the State Liquor Authority do not have to be fingerprinted.

- Each applicant required to be fingerprinted will be instructed to contact L-1 Enrollment Services after the successful submission of your applications.
- The fee for electronic fingerprinting is \$105.00 and will be paid directly to L-1 Enrollment Services when you are fingerprinted.

DIAGRAMS

8.5" x 11' paper ONLY

Reduced blueprints are not acceptable.

1. INTERIOR Diagram:

MINIMUM OF 5" X 7" IN SIZE

1. INTERIOR Photographs:

Showing interior of vessel. Bars must be clearly shown together with a full view of the room or rooms where alcoholic beverages will be consumed.

If unavailable, provide a statement explaining why and when they will be submitted.

2. EXTERIOR Photographs:

Showing the outside parameter of the vessel.

Important

- Photographs must be taken not more than one month prior to time the application is filed.
- All photographs submitted must be endorsed on the reverse side with the name and address of the applicant and the date when the photographs were taken.

• Did you complete every question on each required form?

• Did you remember to submit the following?

1. _____Application

- Diagram or sketch of the interior with dimensions of all rooms (including bathrooms and any other part of the vessel), showing measurements and location of the bar or bars, and number of tables and chairs for patrons in each room.
- If the premises is in a multi-story vessel, diagram must also state and show where in the vessel.
- Show all gambling devices, gaming tables, etc.

2. **FRONTAL ELEVATION Diagram:**

- A sketch or elevation of the exterior of the vessel.

CHECKLIST

You can have the greatest impact on a timely licensing decision by reading the instructions thoroughly and submitting a complete application. After you have completed the application, use this checklist to ensure that you have met all filing requirements. Failure to submit any required documents may result in the rejection of your application or processing delays

2. _____ Application Payment Fee
3. _____ Penal Bond
4. _____ Photographs
5. _____ Personal Questionnaire
6. _____ Proof of Citizenship
7. _____ Lease Agreement
8. _____ Landlord Identification Questionnaire
9. _____ Diagrams
10. _____ Copies of Bank Statements and Loan Agreements

- Did you sign?

1. _____ Application Statement (Section M)
2. _____ Personal Questionnaire
3. _____ Check to the State Liquor Authority
4. _____ Penal Bond

REMEMBER - Licenses cannot be issued without:

1. _____ Federal Tax Identification Number
2. _____ Notification of Publication (Section G)