
INSTRUCTIONS FOR ON-PREMISES LIQUOR RETAIL APPLICATION

**Mail the application to:
New York State Liquor Authority
Church Street Station
P.O. Box 3817
New York, NY 10008-3817**

PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION.

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 explanation of what you intend to do and how you will accomplish this. Incomplete applications may be disapproved. Please make sure you read the instructions carefully, answer every question and submit any documentation required to support your application.**

IMPORTANT: Statutory Disqualification:

The following are Statutory Disqualifications to holding an alcoholic beverage retail license under the A.B.C. Law:

1. Under the age of 21;
2. Not U.S. citizens or aliens admitted to the U.S. for permanent lawful residence;
3. Convicted of any felony, promoting or permitting prostitution, sale of liquor without an alcoholic beverage license;
4. Police officers/police officials;
5. A person whose liquor license was revoked;
or
6. A person who has a wholesale license.

If any apply to you, identify and explain in sections marked Statutory Disqualification under lines 9 or 10.

APPLICATION

Line 1

APPLICANT NAME

- Enter sole proprietor's full name.
- If a partnership, enter full name of each partner.
- If a corporation, enter the corporate name.
- If a limited liability company or limited partnership, enter the company name.
- **IMPORTANT:** Enter telephone number of premises or a telephone number where we can contact **you, the applicant**, not your attorney or representative.

TRADE NAME

- Enter your DBA – "Doing Business As" name.

You MUST enter a trade name if you are to be known by any other name other than what is listed in APPLICANT NAME. This is the name that your business is known by – the name that appears on your building.

PREMISES STREET

- Enter the full address and county of the premises you are seeking to license (911 street address where applicable).
- Premises mailing address, if different than above.
- E-mail address, if available.

Line 2

ATTORNEY/REPRESENTATIVE CONTACT NAME

- Enter the name, address and telephone number of the attorney, representative or contact person for the completion, filing and handling of this application (and email address, if available).

BE ADVISED THAT NOTICES OF INCOMPLETE APPLICATIONS WILL BE MAILED TO THE APPLICANT AS WELL AS THE ATTORNEY OR REPRESENTATIVE, IF APPLICABLE. YOU, THE APPLICANT, ARE ULTIMATELY RESPONSIBLE FOR THE INFORMATION PROVIDED IN THE APPLICATION.

Line 3

FOR SEASONAL LICENSES ONLY

- Provide the months that the sought for license will begin and end, in that order.
- See fee schedule for beginning and ending months allowed for summer and winter seasonal licenses.

Line 4

ALCOHOLIC BEVERAGE LICENSE TYPE

- Refer to the Schedule of Retail License Fees for the license class and code number and enter these in the spaces on line 4.

Line 5

ADDITIONAL BARS

- Enter the number of additional bars, if any.
- A **stand up bar** is any bar, counter or contrivance (whether there is seating or not) over which a member of the public can order, pay for and receive an alcoholic beverage. Each stand up bar requires its own license. A **service bar** is for waiter/waitress service only, for people seated at tables.

Line 6

TOTAL PAYMENT DUE

- Refer to the Schedule of Retail License Fees for the specific license fee and complete the following fee payment work sheet.

FEE PAYMENT WORKSHEET

1. License Fee (columns 4-7)	\$ _____	
2. Filing Fee (column 8)	+ _____	
3. Additional Bars (if any) (stand up bars only)		
_____ x _____	+ _____	
# of bars license fee		
4. Additional Bar Filing Fee \$20 x # of bars	+ _____	

TOTAL PAYMENT DUE = _____

(sum of lines 1-4 above)

(Enter this number on application LINE 6)

- Attach a personal check, certified check or money order payable to the **New York State Liquor Authority** for the **total payment due**.
- **TEMPORARY RETAIL PERMIT FEE (\$640) MUST BE A SEPARATE CHECK. You may only apply for this permit if purchasing an existing establishment from a current licensee.**
- **LIQUIDATOR’S PERMIT FEE (\$36) MUST BE A SEPARATE CHECK.** A Liquidator’s Permit is required if there is a transfer of alcoholic beverages from seller to purchaser. If alcoholic beverages are not being transferred, a statement, signed by the seller, must be submitted.

Line 7

- If applying as a sole proprietor, enter your Social Security Number. Others list Federal Identification Number. This is obtained from the Internal Revenue Service. If applied for and pending, so indicate.

Line 7a

- All applicants are required to obtain a Certificate of Authority to Collect Sales Tax from the NYS Department of Taxation & Finance. The permit number that appears on your certificate is to be reflected in the box provided.

Line 8

- If the proposed premises are outside of the city of New York, are there any restrictions on the sale of alcoholic beverages?
- Check with your city, town or village clerk to determine if there are any restrictions that may apply to the sale of alcoholic beverages and list same.

Line 9

- Provide the name of the Community Board or Municipality you provided 30 day notice of your intent to file the application . You must use the notice provided on our website and send to the Community Board or Municipality by Certified Mail. the date you mailed the Notice to the Community Board or Municipality.

Line 10

- Provide the Certified Mail Receipt Number given by the post office when mailing your notice to the Community Board or Municipality. and the date you mailed the Notice to the Community Board or Municipality.

Line 10a

- Provide the date you mailed the Notice by Certified Mail to the Community Board or Municipality.

Line 11

SOLE PROPRIETOR, PARTNERSHIP AND LIMITED LIABILITY PARTNERSHIP (LLP)

- Enter the name, residence address, social security number and date of birth of the applicant(s).
- If **10 or less partners**, list all. If **more than 10 partners**, see instructions for “more than 10” in line 10 below.
- List all partners and provide proof of citizenship or alien status, personal questionnaires, copy of photo identification, an original color photo (passport size) and fingerprints on all.

Line 11a

- Enter the name, residence address, social security number and date of birth of the manager of your business, if applicable.

Line 12**CORPORATIONS AND LIMITED LIABILITY COMPANIES (LLC)**

- Enter names, residence address, social security number and date of birth of stockholders, officers, directors, (If LLC, members and managing members), if any, as follows:
 - If **10 or less shareholders**, list all stockholders, officers, directors, members and managers, if any, and provide personal questionnaires, proof of citizenship or alien status, copy of photo identification, original color photo (passport size) and fingerprints for all.
 - If **more than 10 shareholders**, list all shareholders owning 10% or more of any class of its shares, and provide personal questionnaires, proof of citizenship or alien status, copy of photo identification, original color photo (passport size) and fingerprints for those individual. List all officers, directors, members and managers, if any, (and provide personal questionnaires, proof of citizenship or alien status, copy of photo identification, original color photo (passport size) and fingerprints for all active in management of business. Provide listing including name, address, citizenship and any statutory disqualification for all others having any interest.
- For Publicly Traded Corporations, provide copy of annual report listing all officers, directors and financial statement.

Line 12a

- Enter the name, residence address, social security number and date of birth of the manager of your business, if applicable.

RIGHT TO PREMISES

- Check the appropriate box disclosing how you are in possession of the premises (own, lease, etc).
- If you own the premises you must supply the deed. If you have purchased the real property within the past year, you are required to provide documentation showing the source of the funds used for the purchase.
- If you are leasing the premises you must submit a signed copy of the lease or a letter of intent. The letter of intent must list the intended term

and rent amount. The lease **MUST** run for the FULL term of the license or be renewable for at the least the full term.

- Answer all questions here regarding the lease arrangements. **NOTE: The lease must state the EXACT location of the premises in the building.**

INTERESTED PARTIES

- Check YES if there is a license already in effect for the premises in which the applicant is seeking a license and state the name of the licensee and license serial number.
- **IT IS STRONGLY SUGGESTED THAT YOU CONTACT THE STATE LIQUOR AUTHORITY BEFORE YOU FILE AN APPLICATION TO DETERMINE IF THERE ARE ANY DISCIPLINARY ACTIONS PENDING THAT MAY EITHER DELAY OR PREVENT THE ISSUANCE OF A LICENSE AT THE PROPOSED PREMISES. . PLEASE BE AWARE THAT WE MAY NOT DISCLOSE A PENDING INVESTIGATION AT A LOCATION.**
- List any person or entity that will share in a percentage of profits or losses of the business.
- List any interest you, the applicant, have in a premises or business where any alcoholic beverages are manufactured or sold at wholesale or retail.

LANDLORD IDENTIFICATION

- All applicants are required to have the owner of the property (landlord) where the proposed premises is to be located complete this Section. (If YOU own the property YOU must complete this section as landlord.) All questions must be answered accurately and completely. All individuals or principals of the landlord corporation must be listed on this form.
- If you own the property under a name other than the name you are applying for license under, you are required to submit a lease between both entities.

LIST OF EXPENSES

- List the amount of money spent (or intended to be spent) for each item listed on this page.
- If the real property has been purchased by the principals of the LLC or Corporation under a different entity name, a separate List of Expenses should be completed by that entity.
- Identify ALL sources of funds. This includes cash and deferred funds as follows: savings, checking, stock, business accounts, property, gifts or loans, etc.

- Provide bank statement(s) that show you have sufficient funds for this venture. If any finances have already been expended, provide statements to reflect you had the funds at that time.
- For personal bank accounts provide an explanation for any deposits over \$5,000.
- Personal questionnaires are required on all lenders, donors, giftors and all persons listed on bank accounts that the funds will be withdrawn from. The applicant must account for and document the source of all funds invested in the proposed business or premises.
- Loan agreements are required (even if the loan is between family members) for every loan showing the terms of the loan and default clauses. If the money is gifted from anyone other than a spouse, a letter stating the finances are a gift must be provided.
- You are not limited to the above. Submit any and all records, documents and/or affidavits that may assist you in explaining your financing, background and operation of the applied for business. Attach additional sheets and explanations, if necessary. More information may be required if deemed necessary to process the application.

500' RULE

- **This section MUST be completed by all applicants for an On-Premises Liquor License. If you answered YES to the question asking if there are three or more premises with on-premises liquor licenses within 500' of the proposed premises, YOU MUST EXPLAIN IN WRITING, IN DETAIL, WHY GRANTING OF THE LICENSE APPLIED FOR WOULD BE IN THE PUBLIC INTERES, NOT HOW IT WOULD BE IN THE APPLICANT'S INTEREST. IF APPLICABLE, YOU MUST ALSO PROVIDE THE NAMES AND ADDRESSES OF THE BUSINESSES WITH ON-PREMISES LIQUOR LICENSES LOCATED WITHIN 500' OF THE PROPOSED PREMISES.**

STATEMENT OF AREA PLAN

- When completing this section, please be aware that whether or not the premises is within 200' of a school, church or place of worship, you MUST also identify the name and distance of the CLOSEST school, church or place of worship within 300' of the proposed premises.
- If you ARE within 200' of a school, church or place of worship, you must answer the question "YES" regardless of whether or not you believe

it is being used exclusively as a school, church or place of worship. The Authority will make this determination and advise you accordingly.

- The measurement from the school, church or place of worship are to be taken in a straight line from the center of the nearest entrance to the school, church or place of worship to the center of the nearest entrance of the premises to be licensed. If the school, church or place of worship is set back from a public thoroughfare, the walkway or stairs leading to any such door shall be deemed an entrance and the measurement must be taken from the center of the walkway or stairs where it meets the building line or public thoroughfare. Entrances are considered any door used to give ingress to students of the school, the general public attending the place of worship and to patrons or guests of the proposed premises to be licensed. Doors with no exterior hardware are not considered an entrance.

ESTABLISHMENT QUESTIONNAIRE

- Answer ALL questions completely. Please do not answer "see attached" to any question. **Any incomplete answer may delay or prevent the processing of the application.**
- In this section you must describe the premises to be licensed.
- Indicate if an outdoor area is to be used for the sale or consumption of alcoholic beverages and submit appropriate permits, if required. This includes patios, roofs, yards and decks. Show how the area will be contained and submit a statement detailing how the area will be supervised.
- **Submit a copy of a valid certificate of occupancy (or a letter from the municipality stating one is not needed). The Certificate of Occupancy must list the appropriate use. Indicate whether all other appropriate permits have been applied for and received.**
- You must indicate what floor(s) the licensed premises will be located on and answer all questions pertaining to the interior of the premises to be licensed including what each room in the premises to be licensed will be used for; access between floors; number of persons legally allowed in the licensed premises; the number of and description of all stand up bars or service bars (see the instructions under "Line 5" on the 2nd page of the instructions for definition of stand up and service bars); whether there is a kitchen or food preparation area. **You must submit a menu with your application.**

- If there is interior access from the floor(s) you are licensing to any other floor(s) of the building (whether or not you are licensing those floor(s)), you **MUST** describe the means of access (ie. stairs, elevator) and state what occupies the other floor(s) (ie. apartments, offices). If you are using the basement or another floor(s) of the building to store alcoholic beverages, that area must be included as part of the licensed premises. If there is no interior access to the storage area from the floor(s) you propose to license, you must file for a Warehouse Permit (this application is available on our website). Please make sure to answer this question accurately on the Establishment Questionnaire to avoid any confusion or delays in processing your application.

HELPFUL HINT: You may find it easier to prepare your diagram of the premises prior to completing this section....seeing the layout of the premises may help you in answering the questions.

METHOD OF OPERATION

- Answer ALL questions completely. The information provided in this section will be the method of operation you are approved for and will be binding. Should you wish to deviate from this method of operation in any way, you must first apply for and receive permission by the Authority.
- **Any change in method of operation must be approved by the State Liquor Authority prior to initiating the change.**
- If you intend to operate as a restaurant, you are required to be open regularly for the serving of meals to guests for compensation, have suitable kitchen facilities in the licensed premises that are in charge of a chef and necessary help at all times. Meals must be the usual assortment of foods commonly ordered at various hours of the day. The service of only sandwiches and salads does not meet the food requirements needed to operate as a restaurant. Alcoholic beverages are to be incidental to the service of food.
- **PLEASE NOTE THAT FOOD MUST BE AVAILABLE FOR SALE DURING ALL HOURS OF OPERATION. This does not include allowing your patrons to order from other restaurants and having the food delivered to your premises. The food must be available at YOUR place of business.**
- In the City of New York you are required to obtain a cabaret permit if you will allow dancing at your establishment.

- If you are employing a manager, they must provide a Personal Questionnaire, photo identification and an original color photo no smaller than 2"x2"
- If you are employing security personnel you should contact the NYS Department of State and find out if they are required to be registered in accordance with NYS Security Guard Registration.
- If you are applying as a sole proprietor with more than one employee, **whether or not they are family members**, or if applying as a partnership, Limited Liability Partnership (LLP), Limited Liability Company (LLC) or as a corporation, provide Workers' Compensation/Disability Benefits Carrier Name and Policy Number. If applied for and pending, so indicate.

YOU MAY NOT EMPLOY ANYONE CONVICTED OF A FELONY UNLESS YOU HAVE THE PERMISSION OF THE AUTHORITY OR THE PERSON HAS RECEIVED A CERTIFICATE OF RELIEF FROM DISABILITIES FROM THE COURT.

NOTIFICATION OF PUBLICATION

- Please read this section carefully. The first notice of publication must be published within 10 days of the filing of this application. The original publication notice must be submitted to the Authority within 15 days of receipt.

PROOF OF CITIZENSHIP

- This section must be completed by an attorney duly admitted to practice law in New York State. This section is not required for natural born citizens.

APPLICANT'S STATEMENT

- Please read this section carefully. This section is an affirmation that you understand that you are bound by the answers and information you provide in the application.
- Applicant signatures required for: sole proprietors, each partner in a partnership and at least one authorized official of a corporation.

APPLICATION FOR LIQUIDATOR'S PERMIT

- This section must be completed and filed by the **LICENSEE who is selling or liquidating their business and will be disposing of their stock of alcoholic beverages in connection with such sale. A list of the inventory being liquidated**

must be submitted prior to the issuance of this permit.

PERSONAL QUESTIONNAIRE – THIS FORM MUST BE COMPLETED IN FULL BY THE FOLLOWING PERSONS:

- All sole proprietors.
- Each partner in a partnership.
- For Corporations or Limited Liability Companies (LLC), see instructions for Line 10 of the application.
- Managers.
- Individual lenders and donors and giftors (state your relationship to the applicant).
- Co-signers of loans.
- Spouses who assist in management of premises; will be employed at the premises or who hold joint bank accounts with applicant.
- Anyone holding a joint account with an individual who will be providing funds for this venture, whether the applicant, a lender or donor.

NOTE: Additional information may be requested on any individual submitting a personal questionnaire if needed to complete the review of the application. Each questionnaire must be signed and dated.

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH THE APPLICATION:

ORIGINAL APPLICATION NOTICE FORM

- In the City of New York, you are required to notify the local community board **at least 30 days prior to submitting an application to the State Liquor Authority for a license for on-premises consumption of liquor, wine or beer.**
- Outside of the City of New York you are required to notify the clerk of the city, town or village where this premises is located **at least 30 days prior to submitting an application to the State Liquor Authority for a license for on-premises consumption of liquor.**

YOU MUST LIST THE NAME OF THE COMMUNITY BOARD NOTIFIED, THE CERTIFIED MAIL RECEIPT NUMBER AND THE DATE THE NOTICE WAS SENT ON LINE 7b ON THE FIRST PAGE OF THE RETAIL APPLICATION . YOU MUST SUBMIT A COPY OF THE COMPLETED AND SIGNED ORIGINAL APPLICATION NOTICE FORM WITH YOUR APPLICATION

NOTE: Should you be approved for and receive a license for on-premises consumption of alcoholic beverages, please be aware that the above requirement is mandatory for ALL on-premises licensees, when renewing the license.

ALL APPLICANTS WILL BE REQUIRED TO BE FINGERPRINTED ELECTRONICALLY:

ELECTRONIC FINGERPRINTING

PERSONS REQUIRED TO BE FINGERPRINTED:

- All sole proprietors.
- All partners in a Partnership and Limited Liability Partnership (LLP).
- For Corporations and Limited Liability Companies (LLC) see instructions for line 10.

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.

PENAL BOND (FORM L-9)

- Submit a penal bond, Form L-9, in the sum of \$1,000, issued by any qualified surety company authorized to execute such bonds in the State of New York.
- **IMPORTANT: The bond MUST have the premises name and address typed EXACTLY AS IT APPEARS ON THE APPLICATION.**
- **Altered or handwritten bonds are not acceptable (i.e.: whiteouts, typeovers).**
- **The expiration date on the bond must indicate only the year of expiration of the license.**
- **The applicant MUST SIGN THE BOND.**

CONTRACTS

- Submit a copy of the contract of sale or purchase of business/stock, etc. The name of the person/entity listed as purchaser on the contract of sale must be the name of the applicant as it appears on the Application for Alcoholic Beverage Control Retail License.

A CONTRACT OF SALE MUST BE SUBMITTED IF PURCHASING AN EXISTING BUSINESS AND APPLYING FOR A TEMPORARY RETAIL PERMIT.

PHOTOGRAPHS

- Must be at least 5" x 7" and NO POLAROIDs.
- **Interior Photographs** – showing interior of premises. Bars must be clearly shown together with a full view of the room or rooms – this includes kitchens.
- **Exterior Photographs** – Showing front of premises, structure or proposed site.
- **PHOTOS ARE REQUIRED AT THE TIME OF FILING THE APPLICATION. ADDITIONAL PHOTOS MAY BE REQUIRED IF RENOVATIONS OR CONSTRUCTION IS NOT COMPLETED AT THE TIME OF FILING.**
- You may submit your photos electronically. Please refer to the detailed instructions on our website.
- All hard copy 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.

DIAGRAMS

- **All diagrams must be submitted on 8 ½" x 11" paper AND MUST BE CLEARLY MARKED.**
- **See examples at end of instructions**
- 1. **Interior Diagram:**
 - Diagram or sketch of the interior with dimensions. Include ALL floors that will be part of the licensed premises (including the basement or any other floor being used for the storage of alcoholic beverages). Label all rooms, including bathrooms, and the basement or any other floor if part of the licensed premises (ie. storage room, office, dining area, kitchen, food preparation area). Show the measurements and locations of the bar(s) and number of tables and chairs for patrons in each room. Show any outside dining/service areas (e.g. sidewalk café, deck, porch, roof, etc.). If the premises is in a multi-unit or multi-story building, diagram must also state and show where it is located in the building. Give details as to how this area will be contained and supervised.
 - Each floor should have its own diagram (including any floor used for the storage of alcoholic beverages).

- Show all entrances and exits, sanitary facilities, display windows or other openings, counters, closets, shelves and storage areas.

2. Block Plot Diagram

- A Block Plot Diagram showing all other buildings, lots, etc. must be submitted. Make sure that you label each building (ie. Nail Salon, Church, Residence)
- **IMPORTANT: All submissions, including photographs and diagrams, must have the name and address of the applicant's premises.**

FILING RECEIPT OR ASSUMED NAME CERTIFICATE

- If applying as a Corporation, LLC or LP you must submit the Filing Receipt issued by the NYS Department of State showing proof of incorporation.
- If you have a trade name (DBA) you must file an Assumed Name Certificate issued by the NYS Department of State.

NOTICE OF APPEARANCE

- Section 166 of the Executive Law requires a regulatory agency to maintain for public inspection a record of who appears before it for a fee as a third party (i.e. an attorney, an agent, a lobbyist or representative) on behalf of a person or organization subject to the regulatory jurisdiction of the agency.
- This form must be completed and submitted by **all** represented applicants.
- If you were assisted in the preparation and/or filing of the application, you must have the person you paid complete and submit the Notice of Appearance with the application.

NOTICE TO BE POSTED AT PROPOSED PREMISIES

- Section 100(7) of the Alcoholic Beverage Control Law requires that Notice be posted in a conspicuous place at the entrance of the premises within 10 days of filing your application. This Notice Form can be found on our website under "Notice to be Posted at Proposed Premises".

FILING 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 of the required documents may result in the disapproval of your application or processing delays.

- **Did you complete every question on each required form?**
- **Did you remember to submit the following?**

- _____ Application (with all questions answered)
- _____ Application Payment Fee
- _____ Original Notice Form to Community Board or Municipality
- _____ Penal Bond
- _____ Photographs of Interior and Exterior of the Premises to be Licensed
- _____ Personal Questionnaire(s)
- _____ Proof of Citizenship & Photo Identification of all Principals
- _____ Contract of Sale or Conveyance
- _____ Lease Agreement or Deed
- _____ Landlord Identification Questionnaire
- _____ Diagrams
- _____ Copies of Bank Statements and Loan Agreements
- _____ Newspaper Affidavit
- _____ Certificate of Authority to Collect Sales Tax
- _____ Federal Tax Identification Number
- _____ Filing Receipt (for Corporations, LLC's or LP's) and/or Assumed Name Certificate for Trade Names (DBA's)
- _____ Menu

- **REMEMBER – Licenses cannot be issued without:**

- _____ Certificate of Occupancy
- _____ Worker's Compensation/Disability Benefits Policy Number

- **Did you sign?**

- _____ Applicant's Statement
- _____ Personal Questionnaire
- _____ Personal or Certified Check made payable to the **New York State Liquor Authority**
- _____ Penal Bond

REMINDERS:

You must post the Notice Form included in the application in a conspicuous place at the entrance of the premises.

Everything submitted in support of this application must be identified with the name and address of the premises.