NLC

Winery Licences – Guidelines and Application

If you are interested in establishing a Winery in Newfoundland and Labrador please use the following as a guideline of the requirements. *Please note: other agencies or departments may require information further to that which is listed below.*

Guidelines / Requirements	✓
Newfoundland Labrador Liquor Corporation (NLC) Licence Requirements	
• Completed application for a Winery licence (see attached) *Please note if you intend to sell wine for consumption on your premises, you will require a* Lounge Licence *(separate application).*	
• Completed Personal Data Sheets (enclosed) for all shareholders or directors	
• Current Certificate of Conduct for all Directors and shareholders	
• Written Municipal approval	
• Written approval from the Provincial Fire Commissioner's Office	
• One set of floor plans, drawn to scale on paper no larger than 8.5" x 14", outlining the proposed licensed area, including dimensions of clearly identified rooms (including storage)	
• A current signed copy of a lease or purchase agreement, or another document that verifies ownership and/or legal possession of the establishment	
• If incorporated, please provide Notice of Directors form, *The Corporations Act* (Form 6)	
• Written approval from the Canada Revenue Agency (*see CRA section below*)	
• Verification of Food Establishment Licence (*see Government Modernization and Service Delivery section below*)	
• Written approval from Buildings Accessibility and Fire & Life Safety (*see Government Modernization and Service Delivery section below*)	
• Once all information is collected, a pre-licensing inspection will be conducted	
NLC Product Approvals and Reporting • As you move through the process, it is important for you to consult with NLC's Merchandising Department, which is responsible for the products approved and sold by wineries. For more information on NLC's listing process, please contact the Category Manager (Wine), Janine Penney, at (709) 724-1127 or janine.penney@nlliquor.com. • Product pricing is based on NLC's pricing policy. A fixed and variable markup component is applied to your cost which is the NLC markup. For more information on pricing, please contact Igor Volobuiev at (709) 724-1187 or igor.volobuiev@nlliquor.com. • Winery licensees will be required to file a monthly commission report to the NLC which tracks your inventory, production and sales and will detail the amount of commission due to the NLC. Commission due to NLC must be paid monthly in accordance with policy. Adequate records to support amounts reported are to be maintained. Licensed wineries are also subject to audits by the NLC.	

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Other Agency Requirements – Winery Licence	
Canada Revenue Agency (CRA) CRA issues the licence to produce wine in Canada and will assist with any production questions you may have. For more information, please call 1-888-327-7999.	
Government Modernization and Service Delivery To operate a winery, a Food Establishment Licence is required. Government Modernization and Service Delivery conducts health inspections at all food establishments in the province, including wineries. For more information, please call (709) 729-2104. The proposed winery will also need approvals for Buildings Accessibility and Fire and Life Safety. For more information, please call (709) 729-1038.	
Environment and Climate Change An environmental assessment may be required. For further information, please visit https://www.gov.nl.ca/ecc/env-assessment/	
Canadian Food Inspection Agency (CFIA) To discuss labeling requirements under the Food and Drugs Act, please contact CFIA at (709) 772-4424.	
Business Permit and Licence Information: BizPaL As indicated before, depending on the characteristics of your business operation, you may need additional approvals from various authorities. BizPaL is an online service involving a partnership with all levels of government (federal, provincial/territorial and municipal). This service provides entrepreneurs with a customized, integrated list of permits, licences, and other permission-based requirements (registrations, certificates) required to start or grow a business. Please visit http://www.bizpal.gov.nl.ca/?b=10 for more information or call (709) 729-2104.	

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APPLICATION FOR WINERY LICENCE

***Please note:**
An application fee of $200 must accompany this application.
All licences are subject to an Annual Licensing Fee. For more details, please see the Licence Fee Schedule.

Application is hereby made for a Winery licence to produce wine, under the laws of Canada, and to sell approved products by the NLC, in the province of Newfoundland & Labrador.
Company operations are to comply with the Province of Newfoundland and Labrador *Liquor Control Act*, *Liquor Licensing Regulations* and the *Liquor Corporation Act*.

1. Applicant Information:

Name: _____
Surname Given Names

Address: _____

Phone: _____ Mobile: _____ Fax: _____

Email: _____

2. Establishment Information:

(a) Business name of establishment:

_____

(b) Physical Address of Establishment (please complete ALL FIELDS)

Address: _____

City/Town: _____

Postal Code: _____

(c) Mailing Address of Establishment (if different from above)

Address: _____

City/Town: _____

Postal Code: _____

PRIVACY NOTICE The above information is collected under the authority of section 61(c) of the *Access to Information and Protection of Privacy (ATIPP) Act, 2015*. The information is collected for the purpose of administration and determining eligibility for the issuance of a licence. Personal information collected by NLC is protected under the *ATIPP Act*. If you have any questions about the collection or use of this information, please contact NLC's ATIPP Coordinator at (709) 724-1159.

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3. Is applicant sole owner? ❑ Yes ❑ No

(a) If not sole owner, give particulars of agreements with any other party or parties

_____

(b) If a partnership, state separately each partner's investment and proportion of profit distribution:

Name Investment % Profit-sharing ratio

_____

_____

_____

(c) If a corporation, give:

Name _____

Date of Incorporation _____

Public or Private Company _____

Provincial or Federal Charter _____

Officers and Directors **(If more than four, please provide separate list)**

Name Mailing Address **(including Postal Code)**

_____

_____

_____

_____

4. **Supervisors of Production and Quality Control:**

_____

5. **CRA Excise Duty Licence Number:**

_____

6. **Estimated Annual Total Production – Hectoliters:**

_____

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7. Names and Addresses of suppliers for wine production

NAME	ADDRESS
_____	_____
_____	_____
_____	_____

Completed applications may be submitted via email, fax or mail:

Email: corporateservices@nlliquor.com

Fax: 709-753-8625

NEWFOUNDLAND LABRADOR LIQUOR CORPORATION
P.O. Box 8750, STN. A
St. John's, NL A1B 3V1
Attention: Regulatory Services

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PERSONAL DATA SHEET

Name of Establishment for which this report is submitted

_____

Location

_____

Surname

_____

Given Name(s)

_____

Address

_____

Phone Number

_____

Email Address

_____

Date of Birth

_____

Place of Birth

_____

Place of Residence during past ten years

_____

_____

_____

_____

Are you a police officer, inspector, law enforcement officer, NLC employee or Board member of NLC?

❑ YES ❑ NO

Have there been any findings of guilt against you of an offense in Canada or the United States?

❑ YES ❑ NO If yes, please attach a certified copy of your criminal record.

The Royal Canadian Mounted Police, the Royal Newfoundland Constabulary or any other law enforcement agency is hereby authorized to supply the Newfoundland Labrador Liquor Corporation with any information which the Board considers pertinent to my application for a licence.

_____

Date

_____

Signature of Applicant

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