

# Class D LICENCES

**Following is information about obtaining a Class D licence, required to sell liquor for consumption off the licensed premises.**

Class D licences may be issued for:

- a) a retail liquor store or a general merchandise liquor store;
- b) a hotel containing Class A licensed premises;
- c) a Class E licence holder (manufacturer, brew pub, cottage winery);
- d) delivery service;
- e) sacramental wine; or
- f) a Commercial Caterer

## **Retail Liquor Store and General Merchandise Liquor Store**

Retail liquor store licences are Class D licences issued for the sale of all or specific types of liquor to the general public and licensees. A retail liquor store must be identified as an independent business, but may be associated with another commercial outlet. Rules for access between non-public areas of such premises differ depending on the size of the existing business. Contact the Regulatory Division for details.

Retail liquor stores may sell all types of liquor or may limit their selection to one or two types (e.g., wine). Besides liquor, operators may sell related, non-liquor products approved by the Board (e.g., mixes, wine/beer glasses, corkscrews, etc.). Special event licences for private functions may also be sold.

Liquor stores may deliver liquor to private residences, offices and licensees, and any other place where it may be legally kept.

## **Hotel Off Sales**

Class A licensees who operate hotels may qualify for a Class D off sales licence. A hotel is defined as “an integrated facility established primarily for the purpose of providing lodging, food and beverage services to the travelling public and which provides one or more related services, including but not restricted to room attendant services and telephone and laundry services”. This may include motels, motor hotels, inns, motor inns, or other similar facilities. The applicant must own or control the hotel and have suitably furnished guestrooms.

This licence permits the sale of all types of liquor products (i.e., spirits, wine and beer) to the public, licensees, and to private non-sale and private resale special event licence holders from a designated “off sales area” within or an “off sales room” associated with Class A licensed premises.

An “off sales room” is basically a separate area which is accessible without having to enter the Class A premises, but which may also have access from it. An “off sales area” is defined as being part of and only accessible via Class A premises.

Class D off sales licensees may apply for a licence endorsement to provide delivery of liquor products to private residences, offices and licensees.

## **Manufacturers Off Sales**

Distilleries, breweries, wineries (including cottage wineries) and brew pubs producing liquor in Alberta may apply for a Class D licence to sell their products to the general public, and to special event licence holders. Additional information may be obtained in conjunction with the Class E licence application.

## **Delivery Service Licence**

A delivery service licence may be issued to an applicant who is involved in some form of delivery business that must continue to be the primary business activity.

This licence authorizes the licensee:

- a) to take liquor orders from adults;
- b) to purchase the liquor to fill the order from a retail or general merchandise liquor store, a Class D off sales (hotel off sales) or manufacturer’s off sales licensee;
- c) to deliver the liquor to a place where it is lawful to store or consume the liquor; and
- d) to sell the liquor to the adult who ordered it.

A delivery service licensee may not store liquor.

## **Sacramental Wine Resale Licence**

A sacramental wine licence may be issued to an applicant who is in a business of retailing church supplies. This licence authorizes the licensee to purchase wine, store the wine and sell the wine to religious organizations for sacramental purposes.

## **Commercial Caterer’s Licence**

A Class D commercial caterer’s licence may be issued to a qualified applicant who operates a business with a permanent kitchen facility to cater to private and public functions off premises.

# STEPS

There are normally four steps involved in the licensing process for new premises. The time required to process an application varies among applications.

## 1. Preliminary Assessment

Obtain an application package for a retail liquor store from a Regulatory Division office listed on the back page. We require property and layout plans, proof of ownership and/or an accepted offer/option to purchase/lease the premises, and a \$200 non-refundable application fee. We also ask for some indication as to how long the store will take to develop, following approval. A Particulars of Individual form is provided so that background enquiries may be conducted regarding the individuals involved in the application.

## 2. Advertising of Application

If your proposal meets the preliminary requirements for a licence, the application will be posted on the AGLC website at [aglc.ca](http://aglc.ca) for 21 calendar days. If no objections to the issue of a licence are received within the 21 days, you will be granted approval and notified of the additional documentation required to complete your application.

If the AGLC receives an objection to the issue of a licence, your application must be submitted to the Board for consultation at the earliest possible date. Should your application be rejected, you may apply to the Board for a hearing.

## 3. Submission of Application and Documentation

If approved, you will be sent a statutory declaration form with the letter of approval. Various other documents may also be required with the application including:

- ◆ in the case of a company, a copy of the Certificate of Incorporation and completion of a Particulars of Incorporation form
- ◆ Partnership Agreements, Franchise Agreements, etc., where applicable
- ◆ business licence or written approval of the municipality
- ◆ lease or Certificate of Title
- ◆ annual licence fee

## 4. Final Inspection and Issue of Licence

Once the premises have been completed according to the approval and the required documentation has been submitted, you should contact us for a final inspection. One of our inspectors ensures the premises are completed as approved, and discusses the terms and conditions of the licence with you.

On final approval, the inspector issues an interim licence authority. The licence certificate will be sent to you soon after.

# OPERATING GUIDELINES

## 1. Hours

Retail Liquor Store	10:00 a.m. to 2:00 a.m. daily
General Merchandise	10:00 a.m. to 2:00 a.m. daily
Off Sales	10:00 a.m. to 2:50 a.m. daily (Class A premises must be operational)
Manufacturer's Off Sales	10:00 a.m. to 2:00 a.m. daily
Delivery Service	10:00 a.m. to 1/2 hour after the last purchase is made within the hours outlined above

## 2. Licence Fees

Retail Liquor Store	\$700
General Merchandise	\$300
Off Sales	\$100
Manufacturer's Off Sales	\$100
Delivery Service	\$200
Commercial Caterer	\$200

## 3. Prices

Liquor prices are set by licensees, but must comply with the minimum prices approved by the Board. Multiple drink specials (e.g., 2 for 1, 3 for 1, etc.) are not permitted.

## 4. Minors

Minors may enter a retail liquor store or an off sales room, but only if accompanied by an adult.

## 5. Advertising

Licensees are permitted to advertise their premises and any legitimate services offered under the licence. The terms "off sales" or "off sales outlet" may be used with the name of the hotel or adjacent licensed room. The word "store" is also acceptable. Retail prices may be advertised.

## 6. Special Event Licences

Class D licensees (Retail and General Merchandise Liquor Stores, Off Sales Licensees) may sell special event licences for private functions held by individuals or groups (e.g., weddings, socials). These licences may be obtained from the Regulatory Division offices located in St. Albert and Calgary.

## 7. ProServe and ProTect Training

Effective January 1, 2010 all staff working at specified licensed premises, either full-time or part-time, with the exception of kitchen staff and bus persons, must successfully complete the AGLC ProServe training requirements. All staff working in specified security positions in Class A Minors Prohibited premises must successfully complete ProTect training and although not required, is available for all licensed premises.

All new hires must successfully complete ProServe training requirements within 30 days of their employment start date, and ProTect training requirements within three (3) months of their employment or contract start date. ProServe and ProTect training is valid for a period of 5 years.

# MORE INFORMATION

For more information, arrange for inspection services, or staff seminars, contact your nearest Regulatory Division office.

## REGULATORY DIVISION OFFICES

Head Office	Calgary Office	Red Deer Office	Lethbridge Office	Grande Prairie Office
50 Corriveau Avenue St. Albert, Alberta T8N 3T5 Ph: 780-447-8600 Fax: 780-447-8911	110, 6715 - 8 Street NE Calgary, Alberta T2E 7H7 Ph: 403-292-7300 Fax: 403-292-7302	3-7965 - 49 Avenue Red Deer, Alberta T4P 2V5 Ph: 403-314-2656 Fax: 403-314-2660	3103 - 12 Avenue North Lethbridge, Alberta T1H 5P7 Ph: 403-331-6500 Fax: 403-331-6506	10020 - 124 Avenue Grande Prairie, Alberta T8V 5L7 Ph: 780-832-3000 Fax: 780-832-3006