



# Class A Licences

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Class A licences are issued for the sale and consumption of liquor in premises open to the public, and which provide food service satisfactory to Alberta Gaming, Liquor and Cannabis (AGLC).

## **Minors Allowed Licence**

Issued for the sale and consumption of liquor on licensed premises open to the general public where food is the primary source of business.

## **Minors Prohibited Licence**

Issued for the sale and consumption of liquor on licensed premises that are open to the general public and where liquor is the primary source of business or a licensed gaming facility.

## **Manufacturer's Taproom Licence**

Issued to a manufacturer (holding a valid Class E licence) for the sale and consumption of liquor on licensed premises that are open to the general public and where manufacturing is the primary source of business.

## **Manufacturer's Lounge Licence**

Issued to a manufacturer (holding a valid Class E licence) for the sale of their products for on-premises consumption in order to provide customers the opportunity to assess the products.

## **STEPS**

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

### **Preliminary Assessment**

Contact the Regulatory Services Division as early as possible to start your application.

Required information includes:

- Location
- Floor plan with kitchen equipment details
- Details of the applicant
- Food menu
- Application fee
- Current Criminal Record Check provided by RCMP or local police for all directors, shareholders and manager.

## Advertising of Application

All initial applications are posted on AGLC's website at [aglc.ca](http://aglc.ca) for 21 calendar days. If there are no objections to the application, you must submit any remaining documentation to complete the application.

If there is an objection to the application, you may apply to the Board for a hearing.

## Submission of Application and Documentation

If approved, other documents may also be required:

- In the case of a company, a copy of the Certificate of Incorporation and completion of a Particulars of Incorporation form
- A copy of the lease or title
- Approvals of any other regulatory agencies, including federal and municipal approval
- Annual licence fee

## Final Inspection and Issue of Licence

Once the application and construction (if applicable) has been completed, an AGLC Inspector will contact you. Inspectors ensure that the premises is completed as approved and will discuss the terms and conditions of the licence with you.

The Inspector typically issues an interim licence at the final inspection and the licence certificate will be sent to you soon after.

Liquor licences are not transferable. They become void if the premises are sold, leased, assigned or otherwise transferred to another individual or party.

Licensees that plan to purchase another existing licensed premises, must apply to AGLC once the licensee has accepted an offer to purchase or lease. AGLC requires approximately three weeks to review the application.

# OPERATING GUIDELINES

## Physical Requirements

- Licensed areas are normally enclosed with solid floor-to-ceiling walls. Licensed areas located in open-ceiling buildings or atriums are considered separately.
- Interior finishes should be of good quality.
- Furnishings appropriate to the style of operation are required, and should be of good quality.
- Public washrooms in accordance with the Alberta Building Code are required.
- Washrooms should be located within the licensed area; however, common washrooms may be acceptable if travel through other licensed areas is not required. Common washrooms in malls or shopping centres are not acceptable.
- Liquor service areas are to be suitably equipped with dispensing equipment and storage. If a portion of the premises is liquor primary, the service bar should be located in this area.
- Licensees must provide kitchen facilities for the preparation of food satisfactory to AGLC.
- Single-use glassware, dishware and cutlery are acceptable.

Class A licensees may also apply for a patio extension to an enclosed outdoor area adjoining or adjacent to the licensed area.

## Food Service

- A Class A Minors Allowed premises will provide a selection of food items for a full meal during all hours of operation such as meat, poultry, fish, potatoes, or pasta.

A Class A Minors Prohibited premises or Class A Manufacturer's Taproom will offer a selection of hot or cold food items suitable for a light meal or snack such as hot dogs, pizza, hamburgers, chicken wings, sandwiches.

### Hours of Operation

Class A licences permit the sale of liquor from 10:00 a.m. to 2:00 a.m. daily, except for Christmas Day when premises that prohibit minors must remain closed.

### Supervision and Control

As a licensee, you will be responsible for the proper supervision and control of your licensed facilities. To assist you in these areas, we conduct staff seminars. Contact a Regulatory Services Division office listed below to arrange for a seminar.

### ProServe and ProTect Training

All staff at licensed premises, excluding kitchen staff and bus persons, must complete AGLC ProServe training requirements. All security staff, as defined in AGLC policy must complete ProTect training.

All ProServe and ProTect training staff must be completed within 30 days of their employment start date. Training is valid for five years. [smartprograms.aglc.ca](http://smartprograms.aglc.ca)

## MORE INFORMATION

View the Liquor Licensee Handbook at [aglc.ca](http://aglc.ca) or contact the nearest Regulatory Services Division office.

### REGULATORY SERVICES 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	310, 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	655 Wt Hill Blvd South Lethbridge, Alberta T1J 1Y6 Ph: 403-331-6500 Fax: 403-331-6506	100-11039 78 Avenue Grande Prairie, Alberta T8W 2J7 Ph: 780-832-3000 Fax: 780-832-3006