



Class F Licences

Class F ferment on premises licences are issued for the manufacture of beer, wine, and ciders in approved facilities. Spirits may not be produced.

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:

- Premises location
- Floor plan with equipment details
- Details on the applicant
- Proposed products
- Application fee
- Confirmation that an Excise licence has been applied for
- Current Criminal Record Check provided by RCMP or local police for all directors, shareholders and manager.

Advertising the Application

All initial applications are posted on AGLC's website at 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 are 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 may issue an interim licence, if all required documents are received, 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.

Licenses 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

Hours

Ferment on Premises 10:00 a.m. to 2:00 a.m. daily

Minors

Minors may enter a ferment on premises location but only if accompanied by a parent, guardian or spouse. Minors may not produce liquor or be employed at the premises.

Products

Products may not be produced or packaged for commercial purposes.

ProServe Training

All staff at a licensed premises must complete AGLC ProServe training requirements.

All ProServe training must be completed within 30 days of their employment start date. Training is valid for five years.

smartprograms.aglc.ca

MORE INFORMATION

View the Liquor Licensee Handbook at aglc.ca or contact the nearest Regulatory Services Division office.

REGULATORY SERVICES DIVISION OFFICES

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Lethbridge Office

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