



# Class D Licences

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Class D licences are for the sale of liquor for off premises consumption.

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

Issued for the sale of all or specific types of liquor to the general public and licensees.

## **Hotel Off Sales Licence**

Issued for the sale of liquor products 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 a Class A licensed premises.

## **Manufacturers Off Sales Licence**

Issued for the sale of the manufacturer's products for off- premises consumption.

## **Delivery Service Licence**

Issued to an applicant that is involved in some form of delivery business that must continue to be the primary business activity.

## **Sacramental Wine Resale Licence**

Issued to an applicant that is in a church supply business. This licence authorizes the licensee to purchase, store and sell the wine to religious organizations for sacramental purposes.

## **Commercial Caterer's Licence**

Issued to an applicant that 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.

### **Preliminary Assessment**

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

Required information includes:

- Location
- Site plan
- Floor plan
- Details of the applicant
- 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 7 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

## 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

## Minors

Minors may enter a retail liquor store or an off sales room, but only if accompanied by a parent, guardian or spouse who is an adult and who is in the licensed premises to purchase liquor for off-premises consumption.

## ProServe Training

All staff at a licensed premises, excluding kitchen staff and bus persons, 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](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.

<b>Head Office</b> 50 Corriveau Avenue St. Albert, Alberta T8N 3T5 liquorapplications@aglc.ca 1-855-506-1066 ext. 2 (toll-free)	<b>Calgary Office</b> 310, 6715 - 8 Street NE Calgary, Alberta T2E 7H7 liquorapplications.calgary@aglc.ca Ph: 403-292-7300	<b>Red Deer Office</b> 3-7965 - 49 Avenue Red Deer, Alberta T4P 2V5 liquorapplications.rd@aglc.ca Ph: 403-314-2656	<b>Lethbridge Office</b> 655 Wt Hill Blvd South Lethbridge, Alberta T1J 1Y6 liquorapplications.leth@aglc.ca Ph: 403-331-6500	<b>Grande Prairie Office</b> 100-11039 78 Avenue Grande Prairie, Alberta T8W 2J7 liquorapplications.gp@aglc.ca Ph: 780-832-3000
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