



Class E Licences

Class E manufacturer licences are issued for the manufacture of liquor in breweries, wineries, distilleries, and cideries.

Small Manufacturer's Licence

Issued to a manufacturer that produces:

- less than 400,000 hectolitres (hl) of beer in total annual worldwide production
- less than 20,000 hl of cider or ready-to-drink beverages in total annual worldwide production
- less than 10,000 hl of wine or mead in total annual worldwide production
- less than 1,500 hl of spirits in total annual worldwide production

Large Manufacturer's Licence

Issued to a manufacturer that produces:

- 400,000 hectolitres (hl) or more of beer in total annual worldwide production
- 20,000 hl or more of cider or ready-to-drink beverages (e.g. coolers) in total annual worldwide production
- 10,000 hl or more of wine or mead in total annual worldwide production
- 1,500 hl or more of spirits in total annual worldwide production

Estate Manufacturer's Licence

Issued to a small manufacturer that manufactures wine, beer, spirits, cider, ready-to-drink beverages, mead and/or braggot on an Alberta-based farm site.

Packaging Licence

Issued to blend, flavour and/or package liquor for, or on behalf of, an AGLC-approved liquor supplier.

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:

- Plant location
- Floor plan with equipment details
- Details on the applicant
- Proposed distribution, products and packaging
- 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 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.

Once you have received your licence you will need to contact the Manager of Liquor Planning and Reporting in AGLC Liquor Services Division to complete the registration of your products.

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.

STANDARDS

To be considered for a manufacturer's licence, the facility must meet the following requirements:

Brewery

- All beer must be manufactured on site.

Winery & Cidery

- Must vinify 80 percent of wine/cider production on site.

Distillery

- Must distil 80 percent of spirit production on site.
- If a bonded warehouse is used for aging, the warehouse must be controlled, bonded and operated by the applicant.

OPERATING GUIDELINES

Production

All production materials and the final product must comply with Canadian Food and Drug Regulations. Pertinent information is available from Health Protection Branch, Health Canada in Edmonton or Calgary.

The manufacturer must ensure that the alcohol content, type of container, and labelling of its product falls within federal government standards. AGLC will conduct periodic chemical analysis of the manufacturer's products.

Sales

A manufacturer may:

- Sell its product to licensees; all manufacturers are subject to any conditions set by AGLC.
- Deliver product directly to a licensee or agency store with written authorizations from AGLC.
- Deliver the product to Connect Logistics for distribution.
- Export its product subject to any conditions imposed by the federal government and the jurisdiction receiving the exported product.
- Appoint representatives to advise AGLC and licensees of the nature of the product.

Hours of Operation

Class E licences permit the sale of liquor from 10:00 a.m. to 2:00 a.m. daily.

ProServe Training

All staff at 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

Other Services

A manufacturer holding a valid Class E licence may:

- Establish a hospitality room in a private reception area as part of the production facility.
- Obtain a Special Event Hospitality licence for a hospitality room located within the corporate offices.
- Obtain a Class D Manufacturer's Off Sale licence, authorizing the sale of the Manufacturer's products for off- premises consumption.
- Obtain a Class A Manufacturer's Taproom licence for a location open to the general public where manufacturing is the primary source of business.
- Obtain a Class A Manufacturer's Lounge licence for on-premises consumption in order to provide customers the opportunity to assess the products.

MORE INFORMATION

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

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