



Planning and Economic Development  
Licensing and By-Law Services  
330 Wentworth Street North  
Hamilton, Ontario L8L 5W3  
Phone: (905) 546-2782 Option 3  
Email: liquorlicense@hamilton.ca  
HST# 88932 3218 RT0001

## LIQUOR LICENCE APPLICATION & CHECKLIST

**License Type**

- ☐ NEW SALE (Establishment Only)  
☐ NEW SALE (Establishment and Patio)  
☐ NEW SALE (Patio Only)  
☐ Change to Existing License

City Property being licensed?

☐ Yes ☐ No

**FOR OFFICE USE ONLY**

PERMIT NUMBER

PAYER

FEE

RECEIPT NUMBER

APPLICATION DATE

PAYMENT TYPE

RECEIVED BY

**NOTE: All liquor licence applicants MUST also make application directly to the AGCO at [www.agco.on.ca](http://www.agco.on.ca) or 1-800-522-2876. The City of Hamilton is only the commenting party for all licence applications within The City of Hamilton. We DO NOT issue or revoke liquor licences.**

**Liquor Licences will not be approved by the AGCO without Municipal consent.**

Establishment Name:

Municipal Business

Licence Number:

Street Address of Establishment:

Unit No:

Ward:

Public Notice Period End Date: (dd:mm:yy)

**OWNER: (The following will appear on all documentation issued to the AGCO)**

Last Name:

First Name:

Address:

City:

Province:

Postal Code:

Phone Number:

Alternate Number:

Email Address:

Date of Birth (DD-MMM-YY):

**APPLICANT: (If different than Owner) Are you acting as an Agent on behalf of the Owner? Yes No**

Last Name:

First Name:

Address:

City:

Province:

Postal Code:

Phone Number:

Alternate Number:

Email Address:

Date of Birth (DD-MMM-YY):

**Note:** Applications for liquor must accompany all requirements. Incomplete applications will not be processed.

**Scope of an AGCO Zoning Compliance Letter:** The intent of the AGCO compliance letter is to confirm the seating capacity for a building and any associated outdoor patio recognized by the City of Hamilton Zoning bylaw, to confirm that the establishment meets all Fire Code and Ontario Health Regulations. Please note that this process does not substitute the requirement of a building permit under the Building Code Act to comply with The Ontario Building Code requirements. The proposal may result and be subject to the issuance of a building permit in the normal manner. The use and operation of an establishment/patio serving alcohol is subject to the issuance and maintenance of a municipal business licence from the Licensing section of The Licensing & By-Law Services Division.

**ESTABLISHMENT INFORMATION:****Please answer all questions below, check all that apply:**

Establishment is:

☐ New☐ Existing - Same Owner☐ Existing - New Owner

Proposed Establishment opening date:

Type of establishment:

☐ Banquet Hall☐ Bar/Nightclub☐ Restaurant☐ Hotel/Motel☐ Other (specify):

Has the AGCO application been filed?

☐ No☐ Yes - AGCO File No.:

Indoor Capacity of Establishment is to be:

☐ Increased☐ Decreased☐ No Change

Outdoor Capacity of Establishment is to be:

☐ Increased☐ Decreased☐ No Change

Seating capacity requested on AGCO application

Indoor:

Outdoor:

Total:

Has a Fire Safety Plan been prepared?

☐ Yes☐ No

Other business to be operated from this establishment?

☐ No☐ Yes (specify):

Are the businesses physically separated from the licensed area(s) so that the access or exits to and from the other businesses are not through the licensed area(s)? Please specify:

<b>BUILDING INFORMATION - Missing or inaccurate information may cause delays or denial of this application</b>										
Is the establishment NEW or EXISTING? _____					If NEW please provide the Building Permit # _____					
Size of the establishment Note: square feet (ft²) x 0.093 = square metres (m²)					Indoor: _____ m²			Outdoor: _____ m²		
Floor Area - first floor (m2): _____					Proposed indoor seating capacity: _____					
Floor Area - second floor (m2): _____					Total Proposed indoor occupant load (Seats + Standing room + Staff): _____					
Floor Area - basement floor (m2): _____					Total Existing Occupant Load (TOTAL GROSS FLOOR AREA - M2): _____					
Location of licensed area: _____					<input type="checkbox"/> Indoor		<input type="checkbox"/> Outdoor		<input type="checkbox"/> Both	
Portion of building to be occupied: _____					<input type="checkbox"/> Basement		<input type="checkbox"/> First Floor		<input type="checkbox"/> Upper Floor(s)	
Number of parking spaces: _____					Existing: _____			Proposed: _____		
What food preparation facilities are to be provided? _____					<input type="checkbox"/> Commercial Kitchen		<input type="checkbox"/> Light meal prep		<input type="checkbox"/> None	
<b>PATIO INFORMATION:</b>										
Location	Number of Patio(s)	Area of Patio(s)	Located on:		For Boulevards: Has City Approval Been Obtained?		Patio permitted by the applicable zoning by-law?		Is patio "enclosed" with a fence or railing?	
			Private Property	City Boulevard						
<input type="checkbox"/> Front			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Side			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Rear			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Roof			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Total</b>										
Encroachment Agreement _____										
Site Plan File Number _____										
Dimensions of proposed outdoor patio (m2) _____						Capacity of proposed outdoor patio: _____				
Dimensions of existing outdoor patio (m2) _____						Capacity of existing outdoor patio: _____				
Total area of all outdoor areas (m2) _____						Total new capacity of patio: _____				
<b>HOURS OF OPERATION- please circle time of day (AM/PM)</b>										
<b>Monday</b>	Open _____ AM/PM				Closed _____		AM/PM			
<b>Tuesday</b>	Open _____ AM/PM				Closed _____		AM/PM			
<b>Wednesday</b>	Open _____ AM/PM				Closed _____		AM/PM			
<b>Thursday</b>	Open _____ AM/PM				Closed _____		AM/PM			
<b>Friday</b>	Open _____ AM/PM				Closed _____		AM/PM			
<b>Saturday</b>	Open _____ AM/PM				Closed _____		AM/PM			
<b>Sunday</b>	Open _____ AM/PM				Closed _____		AM/PM			
<b>FOR OFFICE USE:</b> Documentation Submitted: (Check any missing documents, if applicable and return to applicant)										
<input type="checkbox"/> Building Permit (indicating use & occupancy, if applicable) <input type="checkbox"/> Site Plan Approval (Patio Only) <input type="checkbox"/> Encroachment Agreement or Letter of Acknowledgement <input type="checkbox"/> Establishment Licence (issued/applied for) <input type="checkbox"/> Municipal Information Form <input type="checkbox"/> Certificate of Compliance application (New licenses ONLY) <input type="checkbox"/> Interior Drawings stamped/sealed by an Architect, Engineer or BCIN Qualified Designer						<b>Bar/Nightclub Applications ONLY</b> (additional information req'd) <input type="checkbox"/> Electrical Safety Authority Certificate (every three years) <input type="checkbox"/> Noise Control Plan <input type="checkbox"/> Crowd Control Plan				
<b><u>DRAWINGS MUST INCLUDE THE FOLLOWING ;</u></b> (Note: Drawings shall accurately reflect the design and location of all items. This will be verified upon inspection.)										
<input type="checkbox"/> Siteplan (Must be scaled and legible) Floor area and intended use <input type="checkbox"/> Floor area and intended use <input type="checkbox"/> Occupant Load (calculation must be shown, with Building Code reference) <input type="checkbox"/> All Fixed Millwork and/or equipment <input type="checkbox"/> Washrooms <input type="checkbox"/> All Dimensions (including dimensions of stages and dance area(s)) <input type="checkbox"/> Steps and Stairs (up and/or down) <input type="checkbox"/> Entry and Exit points <input type="checkbox"/> All non-fixed elements greater than 1 m2 (i.e. Pool tables, arcade games, etc.)										
I, (please print name) _____ acknowledge it is my responsibility to notify the City of Hamilton in writing immediately of any _____										
<b>Signature of Applicant</b>					<b>Date of Submission</b>					
<b>**Submission of this application does not constitute approval by the City of Hamilton and its Departments**</b>										
<b>Notice of Collection:</b> The City of Hamilton collects Personal Information as defined by the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended, under authority of sections 151 and 227 of the Municipal Act, 2001; S.O. 2001, c. 25, as amended, and the City of Hamilton Consolidated By-Law No. 07-170. Personal Information collected on this form will be used to issue, monitor, and regulate licensing, and perform record searches. As permitted or required by law, Personal Information may be shared with Public Health, Hamilton Fire, Building, Zoning or other applicable internal departments for comment or action as it relates to licensing or compliance with laws and bylaws, including external Provincial or Federal Government branches as requested. Personal Information will be de-identified and aggregated for program planning, and for statistical and reporting purposes. By providing your email address, you are consenting to receiving emails from the City of Hamilton and/or their agents/contractors for circulation of information related to the business community, business licensing or the location of the business. Questions about the collection of this personal information can be directed to Tiffany Gardner, Licensing & Bylaw Services, 330 Wentworth St N, 905-546-2424, Tiffany.Gardner@hamilton.ca. <b>Business Identifying Information:</b> As mandated by section 2(2.1) and (2.2) of the Municipal Freedom of Information and Protection of Privacy Act, the business information collected on this application form will be maintained as a business record. Information associated with an individual in a professional, business, or official capacity is not personal information. Business information may be publicly available. Providing false or incomplete information could result in the refusal of this application. <b>Risks of Using Electronic Communication Notice:</b> The City of Hamilton will use reasonable means to protect the security and confidentiality of information sent and received using electronic communication. However, due to risks such as accidental disclosure or interception by parties not intended to receive the information, we cannot guarantee the security and confidentiality of electronic communication and will not be liable for the improper disclosure of confidential information that is not the direct result of intentional misconduct of the City and/or its staff.										