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Nunavut Liquor and Cannabis Board
Nunavunmi Tanngaliqinirmut Higaarlungniklu Katimayiit
Société des alcools et du cannabis du Nunavut

**SPECIAL OCCASION PERMITS:
Ordinary and Resale
HOW TO APPLY (Website version)**

Document Info	Special Occasion Permits – How to Apply (Procedures)
Revision Number	Version 2.0 – website
Effective Date	April, 2019
Owner	Finance Directorate/NLCB/Executive Secretary
Approvers	NLCB
Status	Final

Special Occasion Permits – How to Apply

There are two types of special occasion permit (SOP) that can be obtained:

1. Apply for an **Ordinary SOP** if no liquor will be sold and no admission charged at the event.

Who may apply?

Any person or organization may apply for an Ordinary SOP.

What does it cost?

Fees are applied *after* the application has been approved. You will be asked to remit \$50 before receiving the permit.

Click **here** for a check list of requirements for an application for Ordinary SOPs.

2. Apply for a **Resale SOP** if liquor will be sold at the event – either directly or indirectly. Indirectly charging for liquor includes charging admission fee for an event where the cost of admission includes a drink of liquor.

Who may apply?

- Any not-for-profit organization may apply, as long as they can satisfy the Board that they are a viable organization. (The application requirements outline how to do this.)
- A holder of a private recreational facility liquor licence may also apply for a Resale SOP.

No more than one permit per week may be issued without permission from the Nunavut Liquor Licensing Board. To find out more, click **here**.

What does it cost?

Fees are applied *after* the application has been approved. You will be asked to remit a fee that is dependent on the occupant load of the premises before receiving the permit:

- up to 50 persons \$50
- 51 to 150 persons \$100
- 151 to 300 persons \$130
- over 300 persons \$150.

Click **here** for a checklist of requirements for an application for Resale SOPs.

For Frequently Asked Questions – click here

Application Requirements for an Ordinary SOP

Send the application to nlcb@GOV.NU.CA at least 10 business days prior to the event. The application must include the following:

Check-list for Ordinary SOP applications

- Form 14
 - How to fill out form
- Copies of the server training certificates for all the supervisors identified on Form 14
- Letter from the Fire Marshal stating the occupant load of the premises
- Liquor order
 - How to fill out form
- For events in restricted communities*, Alcohol Education Committee (AEC) approval

Click on any of the above for more information

For any questions or concerns, email nlcb@GOV.NU.CA

Application Requirements for a Resale SOP:

Send the application to nlcb@GOV.NU.CA at least 10 business days prior to the event. The application must include the following:

Check-list for Resale SOP applications

- Proof that the group has been in existence for at least six months OR proof of sponsorship by a municipal or civic authority
- Form 14
 - How to fill out form
- Copies of the server training certificates for all supervisors identified on Form 14
- Liquor order
 - How to fill out form
- Letter from the Fire Marshal stating the occupant load of the premises
- Statement of Account – to be submitted *after* the event
- For events in restricted communities*, Alcohol Education Committee (AEC) approval
- For a beer garden*: a resolution by the municipal council recognizing that the function is a community affair
- For a function to be held in a school building*: a written approval from the school's principal

Click on any of the above for more information

For any questions or concerns, email nlcb@GOV.NU.CA

Proof that the group has been in existence for at least six months – For Resale SOP

There are three different ways to fulfill this requirement:

- **Provide proof of “good standing” with Nunavut’s Legal Registries.**

Nunavut’s Legal Registries (within the Department of Justice) maintains a list of all registered groups and organizations. An organization or group is listed “in good standing” if all required documentation (including taxes) is up-to-date.

Legal Registries can be contacted at:

nunavutlegalregistries.ca

Tel: 867-975-6590

OR

- **Provide a sworn declaration** – see the form on the next page.

Please note that an *employee* of the group cannot sign the declaration. An unpaid member of the executive signs.

OR

- **Sponsorship from municipal council or other civic authority**

Municipal council can provide a signed letter indicating that the group has municipal support – whether it has been in existence for 6 months or not.

Please note that only *one* of the above is necessary.

Declaration
(To be submitted with Form 14, if required.)

I, _____ [name of applicant], of _____ [community], Nunavut, affirm that:

1. I am the _____ [official position] of the _____ [name of group].
2. The group was formed on _____ [date].
3. The names and officials positions of the members of the executive are as follows:

Name	Official Position	Phone/email

4. The group's contact information is as follows:

Mailing address	Phone	E-mail

5. The statements contained in this application are true.

DECLARED BEFORE ME at _____)
 _____ [community],)
 _____ [terr./prov.])
 this ____ day of _____, 20____)
 _____)
 _____)

 Signature of person administering oath
 Office (Notary etc.):

 Signature of Applicant

My appointment expires on:

Form 14 – For Ordinary and Resale SOP

The applicant (person to whom permit is issued) must attend the function as a supervisor.

Only those applying for a *Resale SOP* fill the following fields:

- Society or organization
 - Official position
 - Liquor licence number
-
- Provide the “TOTAL” of the maximum expected attendance plus the maximum expected staff and volunteers. It should not exceed the occupant load (as provided by the Office of the Fire Marshal).
 - Copies of server training certificates must be provided for each of the supervisors. The server training certificates for these individuals must be less than 5 years old at the date of the event.
 - Notice that the first supervisor, for an occupant load of “up to 50 persons” must be the applicant. Thus, the applicant signs the form twice. A second supervisor is required for an occupant load showing between 51-150 people, and so on.
 - In every case, a server certificate must be included. Please indicate that this has been done by checking the column “Server Certificate”.
 - Be aware that the supervisor cannot sell tickets or bartend. Their only function is supervisory.

Copies of Server Training Certificates

All supervisors for the event must provide proof of server training.

Server training - and the accompanying certificate - can be arranged by e-mailing nlcb@GOV.NU.CA

Server certificates from other provinces and territories are accepted. For example, *SmartServe* certificates from Ontario or *Serving It Right* certificates from British Columbia are acceptable.

In every case, the best option is to provide copies of certificates which clearly show:

- The name of the individual
- The signature
- The certificate number
- Either the date of issue or the expiry date.

The NLCB reserves the right to ask for further documentation to corroborate identity.

All certificates will be valid for 5 years, after which they will need to be renewed. Any certificates without an expiry date will be deemed to have expired on September 15, 2020.

Special Occasion Purchase Order (Liquor Order)

The SOP Purchase Order Form must be clearly filled out.

- The total drinks allowed are calculated by using the guide at bottom of the form, based on the legislated 2 drink per person, per hour maximum.
- In calculating the amount of liquor that can be ordered, use the “maximum expected attendance” on Form 14 for “capacity”.

For availability of liquor, e-mail nlcliquororders@gov.nu.ca and ask for a current list to be e-mailed. Or call 1-855-844-5488.

Refer to the Nunavut Liquor and Cannabis Commission website for updates at:

<https://www.nulc.ca/>

Letter from the Fire Marshal

A letter from the Office of the Fire Marshal (with the Department of Community and Government Services) stating the occupant load of the premises is required for each special occasion permit.

Maximum capacity numbers differ depending on:

- Whether alcohol is involved;
- The type of seating and table arrangement; and/or,
- Whether there is to be a dance floor or stage set up.

The Office of the Fire Marshal requires 2 weeks notice to provide this letter.

For events in restricted communities, Alcohol Education Committee (AEC) approval

You must get permission from the local AEC before bringing alcohol into any restricted community.

Present the completed Liquor Order form to the AEC for approval.

To find out the liquor rules for the community, visit www.nulc.ca/liquor.

Statement of Account – For Resale SOP

The statement of account (SOA) for Resale SOPs is due 30 days after the event. It must be supplied on Form 17 with the accompanying signature.

- Notice that there is a requirement to inform the Board about how funds will be directed. Please include that information to the Board as soon as possible. For some events, the intended direction can be made clear in the initial application.
- Applicants who do not provide the Board with a statement of account may not be issued SOPs in the future.

Location of Function

Applications for functions in the following locations must be accompanied with the documentation listed below:

Territorial Parks:	An approved park permit
Schools:	A letter from the School Principal stating that approval has been granted for this licenced function
Beer Gardens:	A letter from the municipal or civic authorities approving the function along with a sketch showing the approximate dimensions of the area, the washroom facilities and the bar area.

More Than One Special Occasion Permit in a Week

The Board must give approval for an organization to have more than one special occasion permit a week [Liquor Regulations, s. **83(2)**].

When requesting multiple permits in one week, submit all necessary Form 14s to the Board at the same time. Include any additional information about why multiple events are being held in the same week.

At this point, the Executive Secretary lets you know whether any other information is required to assist the Board in making their decision.

Be sure to submit the application as soon as possible so that there is time for the Executive Secretary and the Board to be satisfied that they can give approval for the events.

Frequently Asked Questions

Q. When is the application due?

A. The complete application with all required attachments must be provided to the NLCB **at least 10 business days prior to the event**. Those submitting their applications later than this cannot be assured that their application will be processed.

Q. How can the application be submitted?

A. Email copies of the application and all required attachments to: nlcb@GOV.NU.CA.

You can also mail the information to:

NLCB

Box 1000, Stn. 330
Iqaluit, Nunavut
X0A 0H0

Notice that the NLCB would need to *receive* these documents by mail a minimum of 10 business days before the event.

Q. Is the process the same in every community?

A. The approval process is the same in every community.

Events with alcohol cannot be held in prohibited communities.

Events in restricted communities with a committee system require approval from their Alcohol Education Committee.

Once an event has been approved, the process for paying for and obtaining the permit can differ, and the process for obtaining and paying for liquor can differ. You will be directed on these processes after the approval process is complete.

Q. How much does it cost to apply and how is that decided?

A. Fees are outlined in Schedule B of the *Liquor Regulations*.

The fees are only applied if the application is approved and a permit issued:

- For an Ordinary SOP, the cost is a flat rate of \$50.

- For a Resale SOP, the fee is dependent on the numbers of persons expected to attend – as outlined in Form 14:
 - Up to 50 persons \$50.00
 - 51-150 persons \$100.00
 - 151-300 persons \$130.00
 - Over 300 persons \$150.00

Q. When do we pay the fee for the permit?

A. The fee is paid after the permit is issued, before the liquor can be picked up. Therefore, you do not pay a fee unless your application is approved.

Q. Where do we send the application fee?

A. When your application is approved, you will be informed of the outcome and instructed on how and where to pay your application fee. This differs by community.

Q. Where do we send the statement of account?

A. For Resale Permits, the statement of account is sent to nlcb@GOV.NU.CA within 30 days of the date of the function. Statements of account are not required for Ordinary Permits.



NUNAVUT LIQUOR LICENSING BOARD
FORM 14
APPLICATION FOR A SPECIAL OCCASION PERMIT

Type of Permit Required: **ORDINARY:** **RESALE:**

Name of applicant: _____

E-mail: _____

Phone number: _____

Society or organization (if applicable): _____

Official position (if applicable): _____

Liquor Licence Number (if applicable): _____

Type of function: _____

Premises/Location: _____

Occupant load (per Fire Marshal): _____

Max. expected attendance: Max. staff/volunteers: TOTAL expected: _____

Date of function: _____ Hours from: _____ to: _____

The greater the occupant load, the more supervisors required. The following agree to be present:

Occupant Load	Supervisor Name (Print)	Signature	Server Certificate
Up to 50 persons	Applicant:		
51 - 150 persons			
151 - 300 persons			
over 300 persons			

I apply for a special occasion permit as indicated above and verify with my signature that I will be present at the above function and that I will be responsible for carrying out all regulations under this permit.

Dated this _____ day of _____, 20 _____ **X**

 Signature of applicant

Permit Fees (If the permit is approved, you will be asked to remit the following)					
Ordinary SOP: \$50	Resale SOP:				
	Occupant Load	<50 ppl	51-150 ppl	151-300 ppl	>300 ppl
	Amount	\$50	\$100	\$130	\$150
Approved (signature of Issuer): _____					Permit No. _____



**Statement of Account
for Special Occasion License**
(Pursuant to Liquor Regulations 102)

Resale No.

IMPORTANT:

This statement must be completed and returned within **30 days**
from the date of the function or license privileges may be suspended.

NAME OF ORGANIZATION:	DATE OF FUNCTION HELD Month/Day/Year
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REVENUE	
SOURCE	\$AMOUNT
ADMISSION CHARGE	
LIQUOR SALES	
FOOD SALES	
other - specify	
other - specify	
other - specify	
TOTAL REVENUE	
0.00	

EXPENDITURE	
SOURCE	\$AMOUNT
HALL RENTAL	
LIQUOR PURCHASE	
FOOD PURCHASE	
ENTERTAINMENT (band, etc.)	
other - specify (Pop)	
other - specify (Staff)	
other - specify (Permit)	
TOTAL EXPENDITURE	
0.00	

REVENUE minus (-) EXPENDITURE equals (=)	NET PROFIT
	0.00

This NET PROFIT will be used for the following purposes:

Signature of Treasurer	Location	Date (Month/Day/Year)
x		

<p>RETURN TO: Nunavut Liquor and Cannabis Board nlcb@gov.nu.ca</p>	<p>Executive Secretary Nunavut Liquor and Cannabis Board P.O. Box 1000, Stn. 330 Iqaluit, Nunavut X0A 0H0</p>
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NUNAVUT LIQUOR

P.O. Box 9
 Rankin Inlet, Nunavut X0C 0G0
 Tel: 867-645-8475
 Fax: 867-645-3327

SPECIAL OCCASION PERMIT PURCHASE ORDER

DATE: _____

Organization Information:

Function Information

Name _____
 Address _____
 Community _____
 Prov Territory _____
 Postal code _____
 Contact phone _____
 Work phone _____
 Fax: _____

Community _____
 Resale or ordinary _____
 SOP number _____
 Function date and times _____
 Location of function _____
 Contact name _____
 Contact phone _____
 Contact fax _____

Qty	NLM ITEM no	DESCRIPTION	UNIT PRICE	AMOUNT
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

SUBTOTAL (GST included in prices)
 PACKAGING and HANDLING (GST included)

Total Amount \$ -

Spirits 750ml = 20 drinks, 1140ml = 30 drinks, 1750ml = 40 drinks
 Wines 750ml = 8 drinks, 1000ml = 10 drinks, 4000ml = 42 drinks
 Beer and coolers = 1 drink

2 Drinks Per person X Capacity X HOURS TOTAL DRINKS