

# Guide

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**for filling in  
an Application  
for a liquor  
permit**

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**This Guide does not purport to be an interpretation of the laws and rules applied by the Régie.**

**When interpreting or applying the law and regulations, you must refer to the original text.**

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## Before you start...

As the Régie wishes to offer you the best possible service, we have developed this Guide to help you complete a liquor permit application. We suggest that you:



Read it carefully;



Refer to the table and the lists contained in the form;



Gather all required documentation including Schedule C.

## Don't forget...



to sign and date the application for a permit in section 8 of the form;



to complete and sign Schedule A;



to complete Schedule B if required and to sign it under oath;



to complete Schedule C and return it to the Régie;



to include a cheque or money order payable to the Régie des alcools, des courses et des jeux (see the list of the amount to be included with the application).

## Give us some feedback!

We revise our forms on a regular basis. Please do not hesitate to send us any suggestions or comments to help us improve them. We value your ideas. Complete the Feedback section at the end of the application form or write to us at the following address:

Régie des alcools, des courses et des jeux  
Bureau du secrétaire  
560, boulevard Charest Est  
Québec (Québec) G1K 3J3

E-mail: [racj.quebec@racj.gouv.qc.ca](mailto:racj.quebec@racj.gouv.qc.ca)

## 1 Identification of applicant

Please indicate the category of applicant in the appropriate box.

Line **Application on behalf of an individual (natural person)**

100

If you are applying on behalf of an *individual*, indicate his or her surname and given name in the appropriate space. You **must** also complete Schedule A starting from line 140.

Line **Application on behalf of a corporation <sup>(1)</sup> (legal person)**

105

If you are applying on behalf of a corporation or non-profit organization, indicate its name. You **must** also complete Schedule A for each director or each shareholder (holding 10% or more of the shares with full voting rights).

Line **Application on behalf of a partnership <sup>(2)</sup>**

110

If you are applying on behalf of two or more persons ***forming a partnership***, indicate the name of the partnership. You **must** also complete Schedule A starting from line 140.

**Note:** If you do not have enough space in Schedule A, please attach an additional sheet of paper including all relevant information and indicating the name of the company as well as the number of the establishment, if known.

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(1) A corporation is a legal person incorporated under any provincial or federal act, such as a company, an agency, etc. It is a legal person independent from its shareholders. It must also have a name, which is almost always followed by the words "Incorporated", "Inc.", "Limited" or "Ltd."

(2) A partnership brings together two or more individuals who pool their assets and skills to operate a business. These individuals are partners and they share among themselves the financial profits arising from the business carried out by the partnership. A partnership is usually operated under a corporate name.

## Schedule A

**Line 120 Information regarding the partners, shareholders, directors and person entrusted to manage**

**Note:** If a change in the shareholders or directors occurs, you must advise the Régie within 10 days of such change by filling in sections 1, 2 and 8 of the form and returning the form along with Schedule A, properly completed by each shareholder or director.

**Line 130 Identification of partners, shareholders and directors**

If you have checked the box on line 105 or 110, indicate in the proper space the name of each partner, shareholder and director as well as their participating percentage and their date of birth, then continue to line 140.

**Line 140** Each applicant (line 100), each partner (line 105), each shareholder (line 105), each partnership (line 110) and the person entrusted to manage (line 210) must complete lines 141 to 170 inclusively.

**Line 141** If you are a permanent resident, you must have had this status for a least a year before you may apply for a permit. You must also furnish a record of landing form IMM 1000 and provide a solemn affirmation or affidavit.

## ② Identification of the establishment

**Line 205 Mailing address**

Indicate the address at which you wish to receive the correspondence (acknowledgement of receipt, permit, billing notices, etc.).

**Line 210 Person entrusted to manage the establishment**

You must also complete Schedule A starting from line 140 for this person.

You must notify us within 10 business days of any change with regard to the person entrusted to manage the establishment.

### 3 Nature of application

Indicate the reason for this application by checking the appropriate box (line 300, 310, 320, 330, 340, 350, 360, 370 or 380).

To complete lines 300 and 380 to 390, please refer to Table I – *Requested permit* –, which is reproduced on the last page of this Guide. For your convenience, this table has also been reproduced on the form, at the end of section 3.

**Line 300** **New application following non-payment of a permit by same applicant (new establishment)**

If this is a new application following the non-payment of the duties payable within 30 days of the anniversary date, check the YES box and continue to line 500. If not, continue to line 310.

**Line 310** **New establishment**

Check this box if your application relates to an establishment where **no permit is currently in force**.

Referring to Table I – *Requested permit* –, mentioned above, indicate in the appropriate space the class of permit you wish to obtain, the location of intended use and any authorization you also wish to obtain.

Continue to section 4 (line 400).

**Line 320** **Change in the administration**

If this is an application regarding an establishment where **a permit is already in force** and where a change in administration has occurred due to alienation, lease or retaking of possession, check this box.

**Line 321** If the change in the administration is due to the **alienation, leasing or retaking of possession of an existing establishment or portion of an existing establishment**, check the appropriate box.

**Line 322** The following example illustrates what is meant by “existing establishment” (line 321) and “portion of an existing establishment” (line 322):

Mr. Murphy *acquires an entire establishment* that includes a bar and a restaurant (line 321).

Whereas Mr. McDonald for his part *acquires only a portion of the establishment*, namely the restaurant (line 322).

**Line 323** Indicate in the appropriate box whether you wish to operate immediately the establishment you have just purchased, leased or acquired following a retaking of possession, *that is to say, whether you wish to continue operating the establishment pending the issuance of your permit by operating temporarily the permits already in force.*

**Line 324** If you have checked YES on line 323, indicate in the appropriate box whether you are applying for the renewal of an authorization to operate a permit temporarily, *that is to say, whether you wish to renew the temporary authorization to use a permit pending the issuance of your permit.*

**Line 325** Indicate whether you wish to obtain the same permits as were already in force at the time of the alienation, lease or retaking of possession of the establishment.

**Line 330** **Death of holder**

If this is an application for a temporary authorization to operate a permit temporarily by the testamentary executor of the permit holder, check this box and continue to section 8. Please refer to and complete the list of documents to be included (Schedule C of the application form).

**Line 340** **Bankruptcy**

Check this box if you wish to obtain a temporary authorization to operate a permit following bankruptcy. Please note that only a trustee in bankruptcy, liquidator, judicial or conventional sequestrator or trustee may apply for this authorization.

**Line 350** **Full withdrawal of an application for a liquor permit**

If you wish to *fully withdraw* an application for a liquor permit already submitted to the Régie before the Régie renders a decision, check this box and continue to section 8.

**Line 360** **Partial withdrawal of an application for a liquor permit**

Check this box if you wish to withdraw your application in part before the Régie renders a decision.

Indicate in the appropriate box whether this partial withdrawal follows a new application for a liquor permit or a modification.

Example: You have applied for a restaurant permit and a restaurant service permit for use on a terrace. However, for various reasons, you decide to withdraw your application for the restaurant service permit.

**Line**    **Cancellation of a permit (voluntary revocation of a permit)**

**370**

If, following the closure of your establishment, you wish to cancel fully one or several permits then in force, indicate in this box the numbers of the permit(s) to be cancelled. Please return the permits along with the form.

**Line**    **Modification of permit in force**

**380**

If you wish to make any modification to a permit in force concerning the establishment referred to on line 200, check this box and indicate the appropriate details of the modification on lines 381, 382, 383, 384, 385, 386, 387, 388, 389 and/or 390 as appropriate. Use Table I – *Requested permit* – reproduced on the last page of this Guide.

**POSSIBLE MODIFICATIONS**

Here are a few possible modifications to help you understand:

- ✓ you wish to obtain a permit in addition to the permit(s) already in force (line 382);
- ✓ you wish to change the class of a permit in force, for example changing a bar permit into a restaurant permit (line 383);
- ✓ you wish to cancel a film projections authorization and apply instead for a dancing authorization (line 384);
- ✓ you wish to increase the number of persons allowed into the establishment (line 386).

**Line**    **Voluntary suspension of a permit**  
**385**    **(without alcohol sale or consumption)**

You may want to suspend your permit for a short period of time. To do so, indicate in the proper space the reasons for the suspension, as well as the time and date of its beginning and end. **If you do not have enough space**, provide a letter setting out your reasons.

**Line**    **Change in capacity of the number of persons**  
**386**    **authorized in the room**

*Capacity of the room* means the number of persons a room can hold.

The capacity of the room may only be changed if modifications are made, for example, in the layout or the size of the room. In this case, a modified floor plan must be submitted to the Régie.

If you wish to change the capacity of the room, check this box and indicate the number of the permit in force as well as expected capacity. Do not forget to indicate the current capacity and the requested capacity.

Also include an approved, detailed floor plan of the premises.

**Line 387 Change of place of use of a permit (relocation within the establishment)**

There may be two types of changes of room: permanent or temporary. A permanent change means that a permit is permanently relocated to another room within the same establishment. For example, the restaurant used to be located in the room on the left and you wish to move it into the room on the right.

A temporary change of room is authorized only in **exceptional circumstances**. For example, the basement where your restaurant is located is flooded and you have to move to another floor until the damage is repaired, then you must obtain an authorization of temporary change of room from the Régie.

**Line 388 Change of location of the establishment**

There are two types of changes: location permanent or temporary.

A permanent change of location means that the establishment will now be operated at another address.

A temporary change is authorized under certain conditions. You have then authorized to temporarily operate at a different address.

**Line 389 Change in hours**

The business hours of an establishment may be changed in **exceptional circumstances only**. Only the Régie has discretion to determine the exceptional nature of an application for a change in hours. Therefore, in addition to checking the appropriate box, you must indicate in the proper space the reasons for the requested change (for example, a change in business hours as part of a fundraiser for the benefit of the *Children's Wish Foundation of Canada*). **If you do not have enough space**, provide a letter setting out your reasons.

If you are applying for an extension of hours, check the appropriate box.

Indicate which permit is to be affected by the change as well as the hours you are requesting.

#### 4 "Particularités d'exploitation" (operating specifics)

**Line 400** Indicate in appropriate box whether the requested permit (line 310, 382, 385, 386, 387 or 388) will be operated in one of the special places listed in this section.

Minors may be admitted into these places. However, the holder may not sell alcoholic beverages to them nor let them consume alcoholic beverages.

No video lottery machine operator's licence may be obtained for such places of operation.

#### 5 Schedule B

##### **Line 500 Video lottery machine operator's licence**

Only a liquor permit holder or a person whose is asking for a liquor permit can make an application for a video lottery machine operator's licence.

You **must** complete sections 1, 2, 5 and 8 of the form for an application for a liquor permit and Schedule B.

In order to obtain a video lottery machine operator's licence, the premises must be equipped with complete bar facilities consisting of:

- a minimum of 15 seats, excepting the seats placed in front of the video lottery machines;
- a serving counter used exclusively for the purposes of the bar;
- a separate cash register;
- separate accounting;
- a refrigerator;
- a sink.

## 6 Schedule C

### Line 700 **List of documents to be included with the application for a liquor permit**

This list must be duly completed and returned to the Régie with the form for an application for a liquor permit.

### Line 704 **Declaration of registration**

The name of the place of business **must not** lead to believe that the **class of liquor permit is different** from that which has been applied for.

It must adequately reflect the class of the requested permit.

### Line 707 **Photos of the interior**

You must included with your application photograph of the interior. If you are applying for several permits, you must take photographs of the interior showing all the walls (divisions) separating the different rooms for which permits are requested.

## List of the amount to be included with the application for a liquor permit

Processing and publication costs, if any, and the appropriate duties are payable to the Régie **application** for a liquor permit. These costs and duties **form an integral part of the application** for a permit. Details of these costs and duties, which are subject to indexation, appear in the detailed list, reproduced on the next pages.

Once your application has been processed and if a **positive decision has been rendered concerning** the requested permit, **additional** costs will be charged to the new permit holder. The permit holder will then receive a billing notice from the Régie. These duties **form an integral part of the liquor permit** you have applied for and are equivalent to the annual duties. They are indexed April 1<sup>st</sup> of every year. Details appear on the *List of duties and costs payable – alcohol* attached to the application form for a liquor permit.

Detailed list of the amount to be included with the application for a liquor permit

	Processing costs \$115	Publication cost \$115	Costs at the time of the purchase or the rental of an existing business \$230	Payable duties \$115	Amount to be included with the application for a liquor permit
New application	X	X			\$230
	X				\$115
	X				\$115
	X				\$115
Change in the administration (permit already in force)		X	X	X	\$460
		X	X	X	\$460
		X	X	X	\$460
			X	X	\$345
		X		X	\$460
				X	\$460

**Detailed list of the amount to be included with the application for a liquor permit (continued)**

	Processing costs \$115	Publication cost \$115	Costs at the time of the purchase or the rental of an existing business \$230	Payable duties \$115	Amount to be included with the application for a liquor permit
<b>Bankruptcy or death</b> (temporary operation of any permit)	X			X	\$230
<b>Changes</b> (Any changes to the permit in force: additional permit, additional authorization, change of class, change of capacity, permanent)	X	X			\$230
<b>Changes to permit in force</b>	X	X			\$230
					\$0
<b>Renewal of temporary authorization</b> (all permits)				X	\$115
<b>Change in grocery store location or change of room</b>	X			X	\$230
<b>Change in bar pub, tavern, club or restaurant location or change of room</b>	X	X		X	\$345
<b>Temporary change of location or change of room</b> (any permit)	X			X	\$230



## Before you go...

**1° Are the processing and publication costs refundable?**

No, under no circumstances.

**2° Are the annual duties payable for the permits refundable?**

Yes, but **only** in one of the following cases and **under certain conditions**:

- ✓ Upon change of class of permit, if the cost of the new permit is lower than the cost of the previous permit;
- ✓ Upon voluntary revocation of a permit or authorization;
- ✓ Upon application for a reduction in the capacity of the room, provided the application is accepted by the Régie and the original permit is returned.

**3° Can I pay the annual duties in two instalments?**

No, under no circumstances.

**4° What is the validity term of a permit or authorization?**

All liquor permits and authorizations remain in force until they are cancelled and so long as the **prescribed duties are paid yearly** to the Régie at the date appearing on the permit.

However, a “*Man and his World*” or “*Olympic grounds*” permit shall be in force only for the period determined by the Régie.

**5° What about amusement machines?**

Are amusement machines (pin-balls, billiard, snooker or pool tables, bowling alleys) operated in your establishment?

If so, does each of these machines have a valid registration sticker placed in full view of the public.

Remember that no one may own, possess or operate an amusement machine available to the public in order to generate a revenue unless it is properly registered with the Régie. If you wish to do so, you must obtain from the Régie a *Licence application for amusement machines*.

**6° How much time will the processing of my application take?**

The following table indicates the approximate time necessary to process your application, from the moment we receive all the required documentation and information.

**Approximate time required to obtain a permit**

Bar, pub, tavern permit	Approximately 60 days <i>This period is necessary for the publication of the application in the newspapers and to consult the appropriate civil authorities.</i>
Grocery and cider seller's permit	Approximately 20 days
Restaurant sales permit	Approximately 60 days
Club permit	Approximately 60 days
<i>Man and His World and Olympic grounds</i> permit	Approximately 15 days
Temporary operation authorization	Approximately 15 days
Change to permit in force	Approximately 60 days

**TABLE I – REQUESTED PERMIT**

CLASS OF PERMIT REQUESTED	LOCATION <sup>(1)</sup>
<p><b>BAR</b> Every day, from 8 o'clock in the morning to 3 o'clock in the morning</p> <p><b>PUB</b> Every day, from 8 o'clock in the morning to 3 o'clock in the morning</p> <p><b>CLUB</b> (NPOs <i>only</i>) For club members and their guests. Every day, from 8 o'clock in the morning to 3 o'clock the following morning</p> <p><b>GROCERY</b> Every day, from 8 o'clock in the morning to 11 o'clock in the evening.</p> <p><b>OLYMPIC GROUNDS</b> Every day, from 8 o'clock in the morning to 3 o'clock the following morning</p>	<ul style="list-style-type: none"> <li>– basement</li> <li>– 1<sup>st</sup> floor</li> <li>– 2<sup>nd</sup> floor</li> <li>– 3<sup>rd</sup> floor</li> <li>– terrace</li> <li>– mezzanine (<i>see note</i>)</li> <li>– common area (<i>see note</i>)</li> <li>– near a pool</li> <li>– mini bar in room</li> <li>– vending machines at reception desk (<i>see note</i>)</li> <li>– other</li> </ul>
<p><b>RESTAURANT SERVICE</b> (<i>bring your own alcoholic beverages</i>) Every day, from 8 o'clock in the morning to 3 o'clock the following morning</p> <p><b>RESTAURANT SALES</b> (for consumption at a meal) Every day, from 8 o'clock in the morning to 3 o'clock the following morning</p> <p><b>TAVERN</b> Every day, from 8 o'clock in the morning to 3 o'clock in the morning</p> <p><b>MAN AND HIS WORLD</b> Every day, from 8 o'clock in the morning to 3 o'clock the following morning</p> <p><b>CIDER SELLER</b> Every day, from 8 o'clock in the morning to 11 o'clock in the evening</p>	<p style="text-align: center;"><b>AUTHORIZATION <sup>(2)</sup></b></p> <ul style="list-style-type: none"> <li>– dancing</li> <li>– shows: <ul style="list-style-type: none"> <li>• involving nudity</li> <li>• without nudity</li> </ul> </li> <li>– film projections</li> </ul>

**Note: Mezzanine:** means any separate room that requires a permit when the number of persons that can be admitted exceeds by 50% the number of persons which the room containing the mezzanine can accommodate.

**Common area:** means the area between several restaurant sales liquor permit holders where meals are served and alcoholic beverages may be consumed (e.g. shopping centre).

**Vending machine at reception desk:** the permit is operated by the owner who has applied for it.

(1) A permit is required for every room in which alcoholic beverages are sold to patrons, except for rooms used solely for receptions.

(2) No authorization is required for the presentation of a show in a theatre or amphitheatre, a race at a racetrack or a sport event in a sport centre.

## For more information...

Please do not hesitate to contact our Service à la clientèle, from Monday to Friday, 8:30 a.m. to 12 p.m. and 1 p.m. to 4 p.m., at the following numbers:

**Québec City:** 418 643-7667

**Montréal:** 514 873-3577

**Elsewhere in Québec:** 1 800 363-0320

### Hearing impaired:

**Québec City:** 418 528-7666

**Elsewhere in Québec:** 1 877 663-8172

**Internet:** [www.racj.gouv.qc.ca](http://www.racj.gouv.qc.ca)

You can also come to our offices from 8:30 a.m. to 4:30 p.m.

For any information regarding your supply branch, contact the Société des alcools du Québec (SAQ) at 514 873-4469.

Whenever you contact us, be prepared to help us give you a better service: note the number of the line pertaining to your question, have on hand the number of your establishment, etc.

Looking forward to serving you!

**Régie des alcools,  
des courses  
et des jeux**

**Québec** 

### **Québec**

560, boulevard Charest Est  
Québec (Québec) G1K 3J3  
Fax: 418 643-5971

### **Montréal**

1, rue Notre-Dame Est, bureau 9.01  
Montréal (Québec) H2Y 1B6  
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