



This petition is to be used by a licensee for permission to remove the licensed premises to a new location.

This petition can only be used by a licensee that is currently licensed. If a license is set to expire while this application is being processed, the license for the present location must be renewed even if the license is in Safekeeping.

The Petition must be completed and accompanied by the appropriate documentation as listed in the Instructions portion below as well as a check or money order for the required fee, payable to the New York State Liquor Authority.

The fees are as follows: \$192 when the annual license fee is \$500 or more; \$32 in all other instances.

(Grocery and/or Drug Stores are required to pay the \$32 fee.)

(The law does not provide for any refund of removal fees prescribed under Section 99-d.)

INSTRUCTIONS:

All Removal applications must be accompanied by the following documentation:

- 1) Lease, Deed or Contract of Sale of the property.
- 2) Any contracts for the purchase of the real property.
- 3) Exterior and Interior Diagrams of the proposed premises (must be submitted on 8 ½" x 11" paper). Clearly label all rooms and use of doors. *If serving/selling Liquor a block plot diagram is also required.*
- 4) Exterior and Interior photographs of the proposed premises.
- 5) Amended Certificate of Authority reflecting the proposed address.
- 6) Bond Rider reflecting the proposed address.
- 7) Financial documentation showing the availability of the funds listed on the List of Expenses.
- 8) The following sections of the applicable application:
 - a. Right to Premise
 - b. Landlord Identification
 - c. Financial Disclosure
 - d. Establishment/Premise Questionnaire
 - e. Method of Operation
 - f. Applicant's Statement
 - g. Notice of Appearance, if applicable.

In addition, the following must be submitted in conjunction with the following license types:

Grocery or Drug Store

- 1) The following additional sections of the Application for Alcoholic Beverage Control Retail License (Grocery Store Beer/Drug Store Beer & Grocery Store Beer-Wine Product/Drug Store Beer-Wine Product):
 - a. Grocery Store Stipulation

Liquor or Wine Store

- 1) The following additional sections of the Application for Alcoholic Beverage Control Retail License (Liquor or Wine Store):
 - a. Statement of Area Plan
 - b. Liquor/Wine Store Questionnaire
- 2) List the square footage of the proposed premises on the Petition for Removal application page.

NOTE: Liquor and Wine Stores must be located on street level; may have only one public entrance unless a second entrance leads to a parking lot with at least 5 parking spaces available; cannot be within 200 feet of a school, church or place of worship.

On-Premises Liquor Establishment

- 1) Proof of Notification to the Local Municipality or Community Board which consists of the Standardized Original Application Notice Form as well as the original return receipt. (This notice form must be mailed to the local municipality or community board by certified mail-return receipt requested at least 30 days before submitting an application to the NYS Liquor Authority.)
- 2) Certificate of Occupancy for the new premises.
- 3) The following additional sections of the Application for Alcoholic Beverage Control Retail License (On Premises)
 - a. Statement of Area Plan
 - b. 500 Foot Rule Statement
 - c. Newspaper Affidavit

On-Premises Beer and/or Wine Establishment

- 1) Proof of Notification to the Local Municipality or Community Board which consists of the Standardized Original Application Notice Form as well as the original return receipt. (This notice form must be mailed to the local municipality or community board by certified mail-return receipt requested at least 30 days before submitting an application to the NYS Liquor Authority.)
- 2) Certificate of Occupancy for the new premises.
- 3) The following additional sections of the Application for Alcoholic Beverage Control Retail License (On Premises):
 - a. Newspaper Affidavit

Wholesaler or Manufacturer

- 1) Amended Federal Basic Permit (TTB Permit) with new address.

Mail completed application to:
New York State Liquor Authority
Church Street Station
PO Box 3817
New York, NY 10008-3817



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APPLICATION

Full Name of Licensee _____ Current Serial Number _____

PRESENT Premise Address _____ City _____

County _____ Zip Code _____ Telephone No. _____

License Type _____ Class _____ Current Expiration Date _____

PROPOSED Premise Address _____ City _____

County _____ Zip Code _____ Telephone No. _____

Mailing Address, if different _____

1) **LIQUOR/WINE STORE REMOVALS:** State the square footage of the proposed premises: _____

2) List the distance between your present location and your proposed location: _____

3) If part of a multi unit building, what specific location in the building is the applicant's business to be conducted? (If office building, plaza or mall, give room, suite or building number.): _____

4) Reason for requesting permission for Removal: _____

OFFICE USE ONLY: Date Filed _____		New Serial Number _____
_____	_____	_____
Approved or Disapproved	License Board Member	Date