



**STATE OF NEW YORK
EXECUTIVE DEPARTMENT
DIVISION OF ALCOHOLIC BEVERAGE CONTROL**

STATE LIQUOR AUTHORITY

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MEDIA ADVISORY

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SLA ANNOUNCES NEW LICENSING PROCEDURES AND CERTIFICATES

The SLA today announced two new policies directed at improving efficiency in making determinations on new license applications and increasing the information provided to local governments, local law enforcement and the public for all on-premises licenses.

The new licensing procedures focus on accepting only applications that have met a minimum set of criteria. By having SLA examiners work on reviewing only those applications that have met the minimum criteria, the agency will be able to act on completed license applications in the most expeditious manner possible.

“We understand that waiting for a decision on a license application can be a burden on business owners,” said SLA Chairman Daniel B. Boyle. “These new licensing procedures will ensure that licensees who have completed their application will receive a prompt review and determination from the State Liquor Authority.”

Under the new procedures, if the application fails to meet the minimum criteria it will be disapproved on intake. When a new license application meets the minimum criteria, a thorough review will be performed. Should the review lead to additional questions or necessitate the submission of additional documentation, the licensing examiner will send a letter listing all deficiencies to the applicant and their attorney or representative. The response from the applicant must be postmarked no later than 10 business days from the date of the deficiency letter. If all of the information requested is not received within this time frame, the application would be disapproved for failure to comply.

“Too often, our examiners are spending valuable time reviewing applications that are incomplete and consequently not approvable,” said Chairman Boyle. “At the same time, applicants that have taken the time and attention to fully complete their applications must wait while our examiners review applications that are ultimately deficient.”

New applications submitted must have the following information to receive a review:

- License fee for all bars
- Application with all questions answered
- Penal Bond
- Fingerprint cards and fees for all parties of interest
- Personal Questionnaires for all parties of interest
- Notification to Local Government or Community Board
- Financial documentation
- Diagrams
- Photographs
- Menu

Additionally, if applicable:

- Temporary Retail Permit application and fee
- Contract of Sale
- Lease
- Liquidator's Permit application and fee
- Inventory of stock to be transferred
- Basic Federal Permit (TTB)

The Liquor Authority also announced color coded on-premises license certificates for newly approved licenses. In a continuing effort to provide more information to local governments, local law enforcement and the public, the SLA will begin issuing multi-colored license certificates indicating the type of establishment licensed. The license certificates will be color coded depending on the type of establishment: Mixed Use (Purple), Nightclub/Cabaret (Red), Restaurant Wine (Olive), other on-premises (Blue). The SLA will continue to use the green certificate for all off-premises licenses and all on-premises beer and/or wine licenses except for the Restaurant Wine license. The new licenses will also list details of the Method of Operation of the licensed premises including: days and hours of operation, whether live music or dancing is permitted, if the premises includes an outside area, and other pertinent information. Samples of the new license certificates can be found on the agency's website.

The State Liquor Authority regulates and controls the manufacture, sale and distribution of alcoholic beverages within the State. The Authority works with local law enforcement agencies and localities across the State to ensure compliance with the Alcoholic Beverage Control Law. In addition, the Authority issues and renews licenses and permits to manufacturers, distributors, wholesalers and retailers of alcoholic beverages.

On the Web: www.abc.state.ny.us

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