



Serial Number:	
Applicant Name:	DBA:
Address:	County:
Mailing Address, if different:	Telephone #:
Current License Class/Code:	Proposed License Class/Code:
Is the premises located within 200 feet of a building occupied as a school, church, synagogue or other place of worship, which is located on the same street or avenue? Yes _____ No _____	

Required Documentation/Information:

- 1) License Fee and Filing Fee of the license sought (Refer to the Fee Chart) – this is the amount to be paid:

 License Fee: _____ + Filing Fee: _____ = Total Due: _____
- 2) The following sections of the appropriate Retail Application and additional documents to be filed along with this form:
 - a) Application for Alcoholic Beverage Control Retail License – On-Premises Application = pages 4 & 5; Grocery/Drug & Liquor/Wine Applications = page 2 & 3
 - b) 500’ Law – On Premises Liquor license applicants only – provide the names and addresses of all on premises licensees within 500’ of the proposed premises.
 - c) Statement of Area Plan
 - d) Establishment Questionnaire
 - e) Method of Operation
 - f) Applicant’s Statement
 - g) Newspaper Affidavit
 - h) Liquor/Wine Store Questionnaire – This is required only for Liquor or Wine Stores
- 3) Submission of a new original bond, Form L-9, in the appropriate amount, with the full name, street address, city, county, state and zip code of the premises listed on the bond. The expiration date must cover the license period.
- 4) Block Plot Diagram (if the proposed license type is any On-Premises Liquor license) on 8 ½” x 11” paper
- 5) Notice of Appearance (for applicants being assisted by an Attorney/Representative or Third Party)
- 6) List of Forms Currently on File

THE STANDARDIZED COMMUNITY BOARD/MUNICIPALITY NOTICE FORM AND PROOF OF MAILING MUST BE SUBMITTED WITH THIS APPLICATION
 Please note that per Section 110(b) of the ABC Law all on-premises applicants (whether applying for beer; beer & wine; or beer, wine & liquor) are required to notify the Municipality or Community Board at least 30 days prior to filing the application with the New York State Liquor Authority. (The Standardized Notice Form for providing a 30-Day Advance Notice to a Local Municipality or Community Board is available on our website, www.sla.ny.gov.)

If applying for a change in class from a Wine Store to a Liquor Store please provide your gross sales for the last 2 years. If you have not held the Wine Store license for 2 years when applying for the change in class, please provide the gross sales for the period of time you have held the license.

If you are currently licensed as a “Club” and applying for a license that will allow you to be open to the public, you must also provide Personal Questionnaires, color photos, proof of citizenship and photo identification for all principals. After application acceptance, all principals must be electronically fingerprinted (instructions will be provided on the application Filing Receipt and are also available on our website, www.sla.ny.gov).

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

OFFICE USE ONLY BELOW:

Date Filed: _____ New Serial Number: _____

Approved or Disapproved _____ Licensing Board: _____ Date: _____

