

LIQUOR LICENCE APPLICATION GUIDANCE CHECKLIST

PLEASE FILL OUT THE CHECKLIST AND ATTACH TO ALL APPLICATIONS

GRANT APPLICATIONS

Grant applicants shall attend before the Board at the meeting which the application is being heard.

Completed Application Form Due Diligence Documents

- Colour copy of Passport
- Caymanian Status
- Bank Reference
- Police Clearance

Note: Required for individual(s) or company's shareholder(s). Bank references or police clearances must be dated less than six months.

Floor/Site Sketch or Plan

- detailing entrances & exits, seating, bar, storage etc.

Valid Trade & Business licence (TBL)

Note: Valid TBL for Sale of Intoxicating Liquor is required prior to the Liquor Licence application being submitted.

Certificate of Occupancy

Note: Certificate of Occupancy is required for new buildings (less than one year old) or; a building/unit recently granted a Change of Use Permit by the Planning Department.

Inspections Passes

- Fire Dept. DEH
- Port Authority

Note: Inspection approvals must be dated one year or less. Inspections are accepted in lieu of a Certificate of Occupancy. Port Authority approval required for water vessels only.

RENEWAL APPLICATIONS

Completed Application Form

Licensing Fee Payment

VARIATION APPLICATIONS

Complete Application Form Variation of hours, category and/or conditions:

Note: All relevant details must be provided on the application form.

Variation of licensee to a company:

- Copy of passport
- Police Clearance
- Bank reference
- Valid Trade & Business licence

Note: Valid TBL for Sale of Intoxicating Liquor is required for variations of licensee to a registered company.

Variation of licensee to an individual:

- Copy of passport
- Police Clearance
- Bank reference

Variation of location:

- Certificate of Occupancy
- Valid Lease/Deed
- Copy of notice published in newspaper ⁷
- Sketch of Floor/Site Plans

Note: Notice must be published at least once in a newspaper as per Section 13(1).

Variation of premises

- Authority ⁶
- Certificate of Occupancy

Note: Certificate of Occupancy is required for new buildings (less than one year old) or; a building/unit recently granted a Change of Use Permit by the Planning Department.

Incomplete applications may not be accepted. Requirements for each application must be met and proof thereof included with application submission.

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Liquor and Music & Dancing Licensing Fees

LICENCE CATEGORY (ANNUAL)	LICENSING FEE (per Annum)
DISTRIBUTOR	\$4800.00
RETAIL: BAR, NIGHTCLUB, TASTING, MOBILE	\$1,000.00
HOTEL > 20 ROOMS	\$4,800.00
HOTEL < 20 ROOMS	\$2,000.00
PACKAGE	\$1,500.00
RESTAURANT	\$1,500.00
MUSIC AND DANCING	\$500.00

- *The annual fee is prorated for grant applications heard at quarterly meetings.*

CATEGORY	LICENSING FEE
OCCASIONAL - LIQUOR	\$150.00 (Per Event)
OCCASIONAL - MUSIC & DANCING	\$300.00 (Per Day of Event)
TEMPORARY - LIQUOR	\$1000.00
TEMPORARY - MUSIC & DANCING	\$300.00

ADMINISTRATIVE	LICENSING FEE
LIQUOR LICENSING VARIATION	NIL – No Fee
MUSIC AND DANCING VARIATION	\$100.00
MUSIC AND DANCING GRANT	\$50.00 (Plus Licensing Fee)