



A Liquor Delivery Licence allows you to deliver liquor purchased from the Liquor Control Board of Ontario (LCBO) or Brewers Retail Inc. (The Beer Store) to individuals for a fee. As a licence holder, you are not selling liquor - you are an agent for another person who is legally entitled to purchase liquor. You may operate the delivery service as your primary business, or in conjunction with other compatible services such as a taxi, courier or grocery delivery business.

The Basics

Purchase Order

Before purchasing liquor, you must have an order from the person on whose behalf the purchase is being made. The order must include:

- your name and address;
- the name and address of the person on whose behalf the purchase is being made;
- the kind(s) of liquor to be purchased;
- the quantity of liquor to be purchased; and
- the residential address where the liquor is to be delivered.

Once an order has been placed, you may purchase the requested liquor at the LCBO or The Beer Store.

Purchase Receipt

Liquor must be delivered to a residential address or directly to a guest's hotel room, not the front desk of the hotel. When you deliver liquor, you must obtain a signed receipt from the person who placed the order or by another person, over 19 years of age, who resides at the place of delivery. The receipt must include:

- name and address of the person for whom the purchase was made;
- date of the delivery;
- kind(s) of liquor delivered;
- quantity of liquor delivered;
- price paid for the liquor purchased;
- delivery fee; and
- name of the person making the delivery.

Allowable Delivery Fees

The following minimum fees must be charged:

- ◆ \$6.00 for deliveries to Burlington, Peterborough, Toronto and Welland.
- ◆ \$5.50 for deliveries to Barrie and Petawawa.
- ◆ \$5.00 for deliveries to Niagara Falls, Orillia and St. Catharines, and
- ◆ \$4.00 for deliveries to all other municipalities.

Serving Minors and Intoxicated Persons is Prohibited

Do not deliver liquor to, or allow a delivery to be accepted by, anyone under 19 years of age. Doing so leaves you, your staff and your business open to a lawsuit and may jeopardize your licence under the *Liquor Licence Act*.

If you or your staff suspects that a person is underage, you must check his/her identification. Identification must have been issued by a government and include the person's photograph and date of birth.

Acceptable forms of ID include:

- ◆ an Ontario Driver's Licence with photo;
- ◆ a Canadian passport;
- ◆ a Canadian Citizenship card with photo;
- ◆ a Canadian Armed Forces card with photo;
- ◆ a BYID photo card issued by the LCBO.

Licensees also must make sure they do not supply/deliver liquor to anyone who is or appears to be intoxicated.

Know the Law

As a licence holder, you must operate in accordance with the *Liquor Licence Act* and Regulations. Licensees who don't comply jeopardize not only their Liquor Delivery Licence but can also face fines and imprisonment under the *Provincial Offences Act*, or face having to defend a civil claim.

Quick Tips

DO:

- ◆ Ensure that an order form is completed prior to purchasing liquor.
- ◆ Deliver only to residences, not businesses or commercial addresses.
- ◆ Deliver only directly to a guest's hotel room, not the front desk of the hotel.
- ◆ Deliver only liquor that was purchased at the LCBO or The Beer Store.
- ◆ Deliver liquor only on the day of purchase and while the LCBO or The Beer Store is open or within one hour of the store closing.
- ◆ Return all liquor to the store where it was purchased for a refund if liquor is purchased but cannot be delivered on the day of purchase.
- ◆ Check the identification of people you suspect are under 19 years of age - the legal drinking age in Ontario.
- ◆ Ensure a signed receipt is obtained.
- ◆ Operate only under the business name set out on the Liquor Delivery Licence.
- ◆ Ensure all individuals delivering liquor carry a copy of the Liquor Delivery Licence.
- ◆ Ensure you renew the Liquor Delivery Licence on time.
- ◆ Ensure you notify the Registrar of any changes in ownership.
- ◆ Make sure you and your delivery people understand the *Liquor Licence Act* and Regulations. Contact the Ontario Government bookstore for a copy of the *Act* and regulations or visit the government's e-Laws website at www.e-laws.gov.on.ca.

DON'T:

- ◆ Purchase liquor prior to receiving an order.
- ◆ Hire anyone under 19 years of age to deliver liquor. It is illegal for anyone under 19 years of age to possess liquor.
- ◆ Deliver to a place other than a residence. For example, you cannot deliver to a business, school, parking lot, arena, recreational facility, common-area of a multi-residential building, hospital or centre for the treatment of alcoholics.
- ◆ Deliver liquor that was not purchased from the LCBO or The Beer Store.
- ◆ Deliver liquor to someone who is or appears to be intoxicated.
- ◆ Deliver liquor to anyone under 19, Ontario's legal drinking age.
- ◆ Allow the Liquor Delivery Licence to expire.
- ◆ Offer or give away free liquor.

Protect yourself, your staff and your business. Know Ontario's liquor laws and obey them.

Contacts:

- ◆ Customer Service (416) 326-8700, toll free in Ontario 1-800-522-2876 or visit our website at www.agco.on.ca
- ◆ Liquor Inspections and Enforcement (416) 326-0330