



# AGCO

Alcohol and Gaming  
Commission of Ontario

## Keep the AGCO Informed

Licensee information sheets from the Alcohol and Gaming Commission of Ontario

As a liquor sales licensee, you are required to keep the Alcohol and Gaming Commission of Ontario informed of any changes that may affect your licence and your establishment's operations. This includes such items as change of address, change to the ownership of your business, or planned building alterations.

### **The Basics**

#### **Physical address:**

Your liquor licence applies only to the establishment whose physical address appears on the licence. If you move your business, your current licence would no longer be valid, and you would need to apply for a new licence at this location, and either transfer the existing licence to another operator, or surrender your existing licence.

#### **Mailing address:**

The AGCO must have your correct mailing address. Contact the AGCO immediately at (416) 326-8700, or toll free at 1-800-522-2876 if you need us to change or correct your mailing address.

#### **Phone number:**

Have you changed your phone number recently? Make sure the AGCO has the new number.

#### **Establishment name:**

You must operate your business under the name of the establishment which appears on the licence. If you decide to change the name of the licensed establishment, you must file an application for change of name, along with the required fee (please refer to the AGCO fee schedule). Ensure you also register the new name under *The Business Name Act*.

#### **Licence Holder's name:**

The licensee name that appears on the licence must be the legal name of the individual, partnership or corporation that operates the licensed establishment. If there has been any name change, you must notify

the AGCO in writing and provide proof of the name change. You will then be advised whether this change requires an application for change of name or an application for a transfer/rollover of the licence.

#### **Contact name:**

Some operators use a lawyer, agent or accountant as their contact for the AGCO. Others have staff who might take on the role of manager for a short time. Let us know if the contact person for your establishment changes.

### **Business Changes**

You must notify the AGCO if there is to be any change in ownership of the licensed establishment and apply for a transfer of the licence prior to the change of ownership so that the application can be processed prior to the completion of the change. Otherwise, the applicant has to enter into an agreement to contract out in order to legally keep for sale, offer for sale or sell liquor.

#### **Contact the AGCO and inform us if:**

- you sell your licensed establishment or the licensed business;
- there is a change in the share structure of the licensed corporation (for example, a new shareholder acquires 10 percent or more of the shares);
- you add or remove a business partner;
- a licensed corporation changes any of its officers or directors;
- a new person is entitled to profits;
- the establishment is temporarily taken over by a trustee in bankruptcy or court-appointed receiver; or
- a mortgagee, landlord, franchiser, receiver, or trustee takes possession of the licensed establishment.

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Contact number for AGCO Customer Service & General Enquiries: 416.326.8700 or 1.800.522.2876 or visit us at [www.agco.on.ca](http://www.agco.on.ca)

- if a licence holder is deceased, and the executors or administrators of the estate take possession of the premises to which the licence applies.

If you close permanently, you must inform the AGCO immediately. A voluntary surrender of the licence form should also be filed.

## ***Building Alterations***

Inform the AGCO of any significant alterations you undertake on your licensed establishment.

You must contact the AGCO before you add tiered seating, add another licensed area (such as a patio), relocate an existing licensed area or increase the establishment's seating capacity.

However, you do not need to tell us about minor alterations, renovations, or decorations such as:

- changing the decor;
- installing or relocating doors;
- creating openings that do not reduce the separation between licensed and unlicensed areas below 36"/0.9 m;
- installing or removing windows;
- installing or removing weather breaks, buffets, or server stations; or,
- minor changes approved by an AGCO inspector.

Any alterations beyond those listed above should be brought to your inspector's attention.

### ***Capacity:***

Changes to Ontario's Building Code may affect the occupancy rate of your establishment. If the local Building Department or Fire Department changes the legal capacity of your establishment, you must notify the AGCO so that the proposed capacity can be reviewed and reflected on your licence. An application to change capacity may be required.

## ***Establishment Operations***

### ***Renewals:***

You must monitor the expiry date on your liquor licence and renew the licence on or before that expiry date. As a courtesy,

the AGCO will send you a form to renew your licence shortly before it expires. If you have not received the renewal form six weeks before the expiry date shown on your licence, contact the AGCO's Customer Service at (416) 326-8700, or toll free at 1-800-522-2876. It is your responsibility to ensure that the application and fee reach the AGCO before the expiry date shown on your licence. You must also ensure that your Retail Sales Tax are up to date.

### ***Seasonal closing:***

If you operate your establishment on a seasonal basis only, you should inform the AGCO when the establishment is closed and where you can be reached during that period. This allows us to contact you during your off-season if necessary (for example, to deliver your licence renewal form or other time-sensitive materials).

### ***Temporary extension of the licensed area:***

If you are planning a special event or participating in a community event, you may apply to the AGCO to temporarily extend the boundary of a licensed area for up to 14 days (for example, to turn an adjacent parking lot into a temporary patio). To apply, you must notify the AGCO at least 60 days in advance of the event. Visit our website at [www.agco.on.ca](http://www.agco.on.ca) for further information and to obtain the application form.

### ***Catering Endorsement:***

If you have a Catering Endorsement, you must notify the Investigations and Enforcement Branch of the AGCO of each event you cater (fax: 416 326-0300). At least 10 days before the catered event begins, you must provide the AGCO, local police, and fire, health and building departments with details regarding:

- the nature of the event and the name of the sponsor;
- the address where the event will be held;
- the dates and hours during which the event will be held;
- the estimated attendance; and,
- the boundaries of the area where liquor will be sold and served.

The above requirement does not apply if the event is to be held in premises that are under your exclusive control (for example, a leased banquet hall). As long as you have given prior notice to the Commission of your intention to cater events in these areas, you do not have to contact us before every event.