



# AGCO

Alcohol and Gaming  
Commission of Ontario

## Responsible Service Tip Sheet: **KEEP THE AGCO INFORMED**

INFORMATION SHEET 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 (AGCO) informed of any changes that may affect your licence and your premises' operations. This includes such items as change of address, change to the ownership of your business, or planned building alterations.

### **THE BASICS**

All of the following can be updated through your iAGCO account:

#### **PHYSICAL ADDRESS**

Your Liquor Sales Licence applies only to the premises whose physical address appears on the licence. If you move your business, your current licence will no longer be valid, and you will need to apply for a new licence at this location, either transferring the existing licence to another operator or surrendering your existing licence.

#### **MAILING ADDRESS**

The AGCO must have your correct mailing address.

#### **PHONE NUMBER**

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

#### **PREMISES NAME**

You must operate your business under the name of the premises which appears on the licence. If you decide to change the name of the licensed premises, you must submit a Business/Operating Name Change application, along with the required fee. Ensure you also register the new name under *The Business Name Act*.

## LICENSEE NAME

The licensee name that appears on the licence must be the legal name of the individual, partnership or corporation that operates the licensed premises. You must notify the AGCO of any changes to the licensee name change and you will then be advised whether this change requires a *Business/Operating Name Change* application or a transfer application.

## 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 premises changes.

## BUSINESS CHANGES

You must notify the AGCO if there is to be any change in ownership of the licensed premises 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 sell and serve liquor at the premises.

### Inform the AGCO if:

- You sell your licensed premises 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 any class of 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 premises 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 premises.

- If a licence holder is deceased, and the Executor/Executrix 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 and submit a Voluntary Surrender of Licence/Autorization.

## BUILDING ALTERATIONS

Inform the AGCO of any significant alterations you undertake on your licensed premise. 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 premise'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 premises. If the local Building Department or Fire Department changes the legal capacity of your premises, you must notify the AGCO so that the proposed capacity can be reviewed and reflected on your licence. An application for *Changes and/or Additions to Existing Licensed Areas* may be required.

# PREMISES CONTROL AND OPERATIONS

## RENEWALS

You must monitor the expiry date on your Liquor Sales Licence and renew the licence on or before that expiry date. As a courtesy, the AGCO will send you a notification, reminding you to renew your licence before it expires. If you have not received the renewal notification 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 any Retail Sales Tax obligations are up to date.

## SEASONAL CLOSING

If you operate your premises on a seasonal basis only, you should inform the AGCO when the premises 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, with regard to your licence renewal 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.

## CATERING ENDORSEMENT

If you have a Catering Endorsement, you must notify the Investigations and Enforcement Branch of the AGCO of each event you cater. 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 AGCO of your intention to cater events in these areas, you do not have to contact us before every event.

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For more information, please contact AGCO Customer Service at 416-326-8700 or 1-800-522-2876 (toll-free in Ontario) or visit us online at [www.agco.ca](http://www.agco.ca).