

**BROOKLYN COMMUNITY BOARD #4 REQUIREMENTS
FOR NEW ESTABLISHMENT APPLYING TO THE
NEW YORK STATE LIQUOR AUTHORITY
(SLA)**

UNDER NYS ALCOHOLIC BEVERAGE CONTROL LAW, COMMUNITY BOARDS ARE CHARGED WITH REVIEWING APPLICATIONS FOR LICENSES THAT ALLOW THE ON-PREMISES CONSUMPTION OF LIQUOR.

BEGINNING IN MARCH 2009, BROOKLYN COMMUNITY BOARD #4 WILL REVIEW APPLICATIONS FOR NEW RESTUARANTS, BARS, NIGHT CLUBS EVERY MONTH AT THE PUBLIC SAFETY COMMITTEE MEETINGS.

PLEASE SUBMIT YOUR 30-DAY NOTICE TO THE BOARD BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED. NOTICES MUST BE RECEIVED AT LEAST ONE WEEK PRIOR TO THE PUBLIC SAFETY COMMITTEE MEETING IN ORDER TO BE INCLUDED ON THE AGENDA. YOU MUST INCLUDE YOUR BUSINESS CORPORATE NAME, THE NAME IT WILL OPERATE UNDER, ITS LOCATION, THE TYPE OF LICENSE YOU INTEND TO APPLY FOR AND CURRENT CONTACT INFORMATION.

APPLICANTS FOR LIQUOR LICENSES MUST NOTIFY THE BOARD OF THEIR INTENTIONS 30 DAYS PRIOR TO SUBMITTING THEIR APPLICATIONS TO THE STATE LIQUOR AUTHORITY (SLA). CB#4 WILL TAKE THIS TIME TO INVITE THE APPLICANTS AND THEIR NEIGHBORS TO OUR PUBLIC SAFETY COMMITTEE MEETING. WE WILL MAIL YOU AN INVITATION TO OUR PUBLIC SAFTEY COMMITTEE MEETING ALONG WITH A QUESTIONNAIRE TO FILL OUT AND A PUBLIC NOTICE TO POST IN THE WINDOW OF THE PREMISES. WE MUST RECEIVE THE QUESTIONNAIRE PRIOR TO THE COMMITTEE MEETING.

THE PUBLIC SAFTEY COMMITTEE WILL MAKE RECOMMENDATON TO THE FULL BOARD REGARDING YOUR LICENSE, AND THE FULL BOARD WILL VOTE ON THE RECOMMENDATION AT ITS NEXT MEETING. YOU MAY BE ASKED TO ATTEND THAT MEETING AS WELL, BUT ATTENDANCE IS GENERALLY NOT REQUIRED.

THE BOARD IS VERY INTERESTED IN HOW YOUR BUSINESS WILL INTERACT WITH YOUR NEW NEIGHBORS. COMMUNITY CONCERNS GENERALLY INCLUDE: TRAFFIC, CROWD CONTROL, SECURITY, AND IN PARTICULAR, NOISE. WE HAVE FOUND THAT BUSINESS-RELATED NOISE UPSETTING TO NEIGHBORS CAN USUALLY BE TRACED TO FOUR (4) MAIN SOURCES: INSUFFICIENT SOUND-PROOFING, OR OPEN DOORS/WINDOWS, THATALLOW MUSIC TO BE HEARD OUTSIDE THE BUSINESS; LATE NIGHT OPERATION OF BACKYARDS, ROOFTOPS, AND TERRANCES;PATRONS CONGREGATING IN FRONT OF A BUSINESS, OFTEN TO SMOKE AND HONKING OF HORNS.

IF THE NEW VENUE(ESTABLISHMENT) WILL BE LOCATED WITHIN 500 FEET OF 3 OR MORE EXISTING LIQUOR-LICENSED ESTABLISHMNETS, THE SLA MUST HOLD A PUBLIC 500 FEET HEARING TO DETERMINE IF THE NEW LICENSEE WILL BE IN THE PUBLIC INTEREST. THE PUBLIC MAY ATTEND THE 500 FOOT HEARING, MAY PARTICIPATE, AND MAY SUBMIT COMMENTS IN WRITING. THIS RULE APPLIES ONLY TO BUSINESSES THAT WILL SERVE HARD LIQUOR- THOSE THAT WILL SERVE ONLY BEER AND WINE ARE NOT SUBJECT TO IT.

A NEW LICENSE THAT ALLOWS SERVICE OF HARD LIQUOR MAY NOT BE GRANTED TO AN ESTABLISHMENT LOCATED WITHIN 200 FEET OF A SCHOOL OR PLACE OF WORSHIP.

*BUSINESSES THAT WISH TO ALLOW THEIR CUSTOMERS TO DANCE MUST ALSO APPLY TO THE NYC DEPARTMENT OF CONSUMER AFFAIRS (DCA) FOR A CABARET LICENSE
(There are additional licensing requirements intended to insure that patrons will be safe, many of which were added after the 1990 Happy Land Social Club fire)*

Concerning your SLA application @ _____.
The Public Safety Meeting will be held on _____
at the 83rd Pct.-480 Knickerbocker Avenue, Brooklyn, NY 11237 at 6:00pm.

YOU MUST BE PRESENT IN ORDER TO HAVE YOUR APPLICATION CONSIDERED

Applicant Information & Legal Representation

- 1. Applicant _____ d/b/a _____
- 2. Street address _____ cross streets _____
- 3. Owner/contact _____ tele _____ fax _____ email _____
- 4. Legal Firm/Contact _____ tele _____ fax _____ email _____
- 5. Landlord/Name/Contact _____ tele _____ fax _____ email _____

Application Type & Status (circle New or Transfer or answer appropriate questions only)

6. Application Type:

New -has applicant(s) /owner/principals owned or managed a similar business (Y/N)

If yes: Name of Premise _____

Premise address _____

Date of Association _____

Transfer - Prior License No. _____ Expiration Date _____

Operational Changes- Current License No. _____ Expiration Date _____

Describe changes- include: hours, service, occupancy, ownership, clientele, and other relevant info

7. **NYS- License Authority (SLA)**: Filed: Y/N if yes- is a copy attached (Y/N). If not when will copy be sent to CB#4 _____ . Has a hearing date been set? (Y/N)-If known, date of hearing _____

If No – When will SLA application be filed? _____

8. **Public Interest**: 500 foot hearing required? Y/ N /NA

Proximity to nearest Place of worship? _____

Proximity to nearest school/daycare center? _____

PREMISES:

9. Type of Building and number of floors _____

10. **Floor Plan**: total floor area: _____ Sq. ft. No. of floors _____ No. of bars _____ No. of Entrances _____

No. of Exits _____

11. Any outside area or sidewalk café used for the sale or consumption of alcoholic beverages? (Includes roof & yard) Yes _____ No _____ If yes describe and show diagram: _____

12. Do the premises have a valid Certificate of Occupancy and all appropriate permits? Yes _____ No _____

Copy of Certificate of Occupancy (C of O) or Copy of Certificate of Assembly (C of A)

(Must be attached with application)

13. Do you plan to apply for a Public Assembly permit? Yes _____ No _____

14. Do you plan to apply for a cabaret License Yes _____ No _____

15. Zoning Designation: _____ Maximum number of persons that can legally occupy the premises _____

16. Number of tables _____ Number of Seats at tables _____

ALCOHOL TYPE -To be sold under the license (select which applies)

17. Beer Only (BO) _____ Wine and Beer Only (WB) _____ Liquor, Wine and Beer (LWB) _____

PROPOSED DAYS AND HOURS OF OPERATIONS

18 Complete all: Circle AM or PM

SUN	MON	TUES	WED	THURS	FRI	SAT
_____AM PM	_____AM PM	_____ AM PM	_____AM PM	_____ AM PM	_____AM PM	_____AM PM

TO	TO	TO	TO	TO	TO	TO
_____AM PM	_____AM PM	_____AM PM	_____AM PM	_____AM PM	_____AM PM	_____AM PM

19 MUSIC - Check all that applies

Live Amplified _____ Live Acoustic _____ DJ _____ Video _____ Background _____ Jukebox _____ Karaoke _____ other _____

(describe _____

