

## Standardized NOTICE FORM for Providing 30-Day Advance Notice to a Local Municipality or Community Board

 1. Date Notice was Sent:       1a. Delivered by: 

2. Select the type of Application that will be filed with the Authority for an On-Premises Alcoholic Beverage License:

- New Application  
  Renewal  
  Alteration  
  Corporate Change  
  Removal  
  Class Change  
  Method of Operation Change

 For **New** applicants, answer each question below using all information known to date

 For **Renewal** applicants, answer all questions

 For **Alteration** applicants, attach a complete written description and diagrams depicting the proposed alteration(s)

 For **Corporate Change** applicants, attach a list of the current and proposed corporate principals

 For **Removal** applicants, attach a statement of your current and proposed addresses with the reason(s) for the relocation

 For **Class Change** applicants, attach a statement detailing your current license type and your proposed license type

 For **Method of Operation Change** applicants, although not required, if you choose to submit, attach an explanation detailing those changes

**Please include all documents as noted above. Failure to do so may result in disapproval of the application.**

**This 30-Day Advance Notice is Being Provided to the Clerk of the Following Local Municipality or Community Board:**

 3. Name of Municipality or Community Board: 
**Applicant/Licensee Information:**

 4. Licensee Serial Number (if applicable):       Expiration Date (if applicable): 

 5. Applicant or Licensee Name: 

 6. Trade Name (if any): 

 7. Street Address of Establishment: 

 8. City, Town or Village:  , NY      Zip Code: 

 9. Business Telephone Number of Applicant/Licensee: 

 10. Business E-mail of Applicant/Licensee: 

 11. Type(s) of alcohol sold or to be sold:   
  Beer & Cider  
  Wine, Beer & Cider  
  Liquor, Wine, Beer & Cider

12. Extent of Food Service:

- Full food menu; full kitchen run by a chef or cook  
  Menu meets legal minimum food availability requirements; food prep area at minimum

 13. Type of Establishment: 

 14. Method of Operation: (check all that apply)
   
 Seasonal Establishment  
  Juke Box  
  Disc Jockey  
  Recorded Music  
  Karaoke

 Live Music (give details i.e., rock bands, acoustic, jazz, etc.): 
 Patron Dancing  
 Employee Dancing  
 Exotic Dancing  
 Topless Entertainment

 Video/Arcade Games  
 Third Party Promoters  
 Security Personnel

 Other (specify): 

 15. Licensed Outdoor Area: (check all that apply)
   
 None  
 Patio or Deck  
 Rooftop  
 Garden/Grounds  
 Freestanding Covered Structure

 Sidewalk Cafe  
 Other (specify):

<b>OFFICE USE ONLY</b>		
<input type="radio"/> Original	<input type="radio"/> Amended	Date _____

16. List the floor(s) of the building that the establishment is located on:
17. List the room number(s) the establishment is located in within the building, if appropriate:
18. Is the premises located within 500 feet of three or more on-premises liquor establishments?  Yes  No
19. Will the license holder or a manager be physically present within the establishment during all hours of operation?  Yes  No
20. If this is a transfer application (an existing licensed business is being purchased) provide the name and serial number of the licensee:  
   

Name
Serial Number
21. Does the applicant or licensee own the building in which the establishment is located?  Yes (if YES, SKIP 23-26)  No

**Owner of the Building in Which the Licensed Establishment is Located**

22. Building Owner's Full Name:
23. Building Owner's Street Address:
24. City, Town or Village:  State:  Zip Code:
25. Business Telephone Number of Building Owner:

**Representative or Attorney Representing the Applicant in Connection with the Application for a License to Traffic in Alcohol at the Establishment identified in this Notice**

26. Representative/Attorney's Full Name:
27. Representative/Attorney's Street Address:
28. City, Town or Village:  State:  Zip Code:
29. Business Telephone Number of Representative/Attorney:
30. Business E-mail Address of Representative/Attorney:

I am the applicant or licensee holder or a principal of the legal entity that holds or is applying for the license. Representations in this form are in conformity with representations made in submitted documents relied upon by the Authority when granting the license. I understand that representations made in this form will also be relied upon, and that false representations may result in disapproval of the application or revocation of the license.

By my signature, I affirm - under **Penalty of Perjury** - that the representations made in this form are true.

31. Printed Principal Name:  Title:

Principal Signature: