PLCB-3 2/12
COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA
LIQUOR CONTROL BOARD

APPLICATION FOR CLUB LIQUOR OR RETAIL DISPENSER LICENSE

BUREAU OF LICENSING

(SEE INSTRUCTIONS PAGE 2 OF 2 REVERSE)

(ANSWER ALL QUESTIONS)

The undersigned organization hereby applies for the following type of License:

- ☐ CLUB LIQUOR (C)
- ☐ PRIVATELY-OWNED PRIVATE GOLF COURSE CLUB LIQUOR (PGC)
- ☐ CLUB RETAIL DISPENSER (G)
- ☐ PRIVATELY-OWNED PRIVATE GOLF COURSE CATERING CLUB LIQUOR (GCC)
- ☐ CATERING CLUB LIQUOR (CC)

1. NAME OF APPLICANT ORGANIZATION

2. ADDRESS OF PREMISES

(STREET, RURAL ROUTE, P.O. BOX NO.) (POST OFFICE) (STATE) (ZIP)

3. NAME OF MUNICIPALITY | TYPE OF MUNICIPALITY ☐ CITY ☐ BORO ☐ TWP. ☐ INC. TOWN | COUNTY

4. NAME OF OWNER OF PREMISES | DEED BOOK VOLUME NO. | PAGE NO./ INSTRUMENT NO.

4(A). NAME OF OFFICERS, DIRECTORS, SHAREHOLDERS, PARTNERS OR MEMBERS OF PROPERTY OWNER. (ATTACH SEPARATE SHEET IF NECESSARY) | TITLE

5. ADDRESS OF OWNER OF PREMISES | LEASE EXPIRATION DATE

6. IS A CURRENT HEALTH LICENSE POSTED ON THE PREMISES? (CATERING CLUB ONLY) ☐ YES ☐ NO | IF 'YES', WHEN DOES IT EXPIRE? GIVE MONTH, DAY, YEAR.

7. HAS THE APPLICANT PREVIOUSLY FILED AN APPLICATION FOR LICENSE? ☐ YES ☐ NO | IF 'YES', WHEN AND WHERE?

8. PREMISES TO BE LICENSED

LIST COMPLETE INFORMATION FOR EVERY ROOM WHICH IS TO BE USED IN THE OPERATION OF THE LICENSED BUSINESS, INCLUDING A SEPARATE KITCHEN, IF ANY, AND AREA TO BE USED FOR STORAGE OF ALCOHOLIC BEVERAGES. (ATTACH SEPARATE SHEET, IF NECESSARY.)

ROOM		LOCATED ON WHAT FLOOR	SEATING CAPACITY	DESIGNATED USE: SERVING, KITCHEN OR STORAGE
WIDTH	LENGTH			

9. IS THE APPLICATION TO BE CONSIDERED FOR PRIOR APPROVAL? ☐ YES ☐ NO

10. IS THE APPLICATION TO BE CONSIDERED FOR NATIONAL VETERANS' ORGANIZATION? ☐ YES ☐ NO

11. THE PRIMARY INTEREST OR ACTIVITY OF THE CLUB IS _____

12. DATE CLUB ORGANIZED | DATE AND PLACE INCORPORATED

13. IS A MANAGEMENT COMPANY EMPLOYED OR OTHERWISE CONTRACTED TO OPERATE, MANAGE OR OTHERWISE SUPERVISE ALL OR PART OF THE OPERATION? ☐ YES ☐ NO

IF YES, LIST THE NAME AND ADDRESS OF THE ENTITY:

14. IS THE CLUB CHARTER IN POSSESSION OF THE ORIGINAL INCORPORATORS? ☐ YES ☐ NO ☐ N/A

IF 'NO', IS IT IN THE POSSESSION OF THEIR DIRECT OR LEGITIMATE SUCCESSORS? ☐ YES ☐ NO

DO NOT WRITE BELOW THIS LINE

CO/MNCP _ _ - _ _ _ ZIP _ _ _ _ _ - _ _ _ _

15. **RESOLUTION**

TYPE OF PERMIT TO BE GRANTED

☐ NEW LICENSE ☐ TRANSFER OF LICENSE

At a regular or special meeting held on _____, 20 _____ by the applicant, it was resolved that said application be filed with the Pennsylvania Liquor Control Board, and that

_____ (NAME OF OFFICER/TITLE) and/or _____ (NAME OF OFFICER/TITLE) is/are hereby authorized to execute said application, and any other papers required by the Board.

COMPLETE IN DETAIL QUESTIONS 16 THRU 19 - ATTACH SEPARATE SHEET, IF NECESSARY.

16.

NAME OF OFFICERS & DIRECTORS OR TRUSTEES	TITLE	HOME ADDRESS	DATE AND PLACE OF BIRTH	U.S. CITIZEN? YES	U.S. CITIZEN? NO	SALARY PAID BY CLUB
A. NAME						
B. NAME						
C. NAME						
D. NAME						
E. NAME						
F. NAME						

17.

NAME OF STEWARD OR MANAGER OR RESPONSIBLE OFFICER	HOME ADDRESS	DATE AND PLACE OF BIRTH	U.S. CITIZEN? YES	U.S. CITIZEN? NO
NAME				

18.

NAME OF EMPLOYEE(S)	POSITION	HOME ADDRESS
A. NAME		
B. NAME		
C. NAME		
D. NAME		

19.

TYPE OF MEMBERS	ACTIVE	SOCIAL	OTHER
ANNUAL DUES PER MEMBER	$	$	$
NUMBER OF MEMBERS			

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20. CONVICTION RECORD: The following is a record of all felony and misdemeanor convictions of the individual owner, all partners, the manager and all corporate officers, directors and stockholders. (Attach separate sheet, if necessary.)
If there have been **no** such **convictions, check here:** ___ **No such convictions**

NAME	DATE OF CONVICTION	CHARGE	DISPOSITION	LOCATION OF COURT (COUNTY AND STATE)

21. Do any officers, directors, agents or employees of the club hold any license issued by this Board? ☐ YES ☐ NO

22. Are any officers, directors, agents or employees of the club also employees of this Board or of any licensee? ☐ YES ☐ NO

23. Does the applicant or any officer, director, stockholder, agent or employee have any financial interest, either directly or indirectly, in any other class of license or permit issued by this Board, or in the ownership, leasehold, or equipment, of any property used by such other licensee or permittee, or mortgage lien against the same, or have they loaned any money, or given credit, or anything of value, for equipping, maintaining or conducting an establishment used in such other license or permit?
☐ YES ☐ NO

24. Will any person having any financial interest as an individual, or as an officer, director, stockholder, agent or employee in another class of license or permit issued by this Board be in any manner interested, either directly or indirectly, in the business proposed to be licensed under this application, or in the ownership or leasehold of the property or equipment to be used in the operation of the said business, or any mortgage lien against the same, or have they loaned any money, or given credit, or anything of value, to the applicant, or any officer, director, stockholder, servant, agent or employee of said applicant, for equipping, maintaining or conducting this business?
☐ YES ☐ NO

IF A 'YES' RESPONSE IS GIVEN TO QUESTIONS 21, 22, 23 OR 24, ATTACH SEPARATE SHEET, WITH DETAILS.

25. A placard, PLCB-1296, Public Notice of Application Alcoholic Beverages, was posted on (DATE) _____ in a conspicuous place on the outside of the premises as required by the Liquor Code and Regulations of the Board, and will remain posted until a notice of approval or refusal is received by the applicant.

I swear or affirm, subject to the penalties provided by 18 Pa. C.S. §4904 and 47 P.S. §4-403 (h) and/or §4-436 (j), that the foregoing answers and statements provided herein are true and complete to the best of my knowledge and belief.

SIGNATURE	TITLE	NAME OF ATTORNEY REPRESENTING YOU IN THIS MATTER, IF ANY
HOME ADDRESS	PHONE	ADDRESS
SIGNATURE	TITLE	
HOME ADDRESS	PHONE	PHONE
PREMISES PHONE NO.		DATE SIGNED
E-MAIL ADDRESS.		

INSTRUCTIONS

The Application for Club Liquor or Retail Dispenser License is to be submitted to apply for a new club license OR to apply for the transfer of an existing club license. All questions must be answered. All attached separate sheets must include the applicant's name and the address of the establishment. Fees and documents to be submitted with this application include:

1. FEES - The fee to transfer an existing license is $650.00 for person to person, $550.00 for place to place, OR $700.00 for both person to person and place to place. The fees for a new license are a $700.00 filing fee AND a license fee of:

   a. $125.00 for a club retail dispenser license, OR
   b. $150.00 for a club liquor or privately-owned private golf course club liquor license, OR
   c. $200.00 to $700.00 (depending on population) for catering club liquor or privately-owned private golf course catering club liquor license.

2. PLCB-1773, Appendix Social Security Information MUST be submitted showing the social security number(s), name(s), and title(s) of each officer, director, stockholder, trustee, steward, manager or responsible officer.

3. PLCB-1898, Tax Certification Statement for the applicant AND if a person to person transfer or a double transfer, one from both the applicant and the current licensee.

   PLCB-1898A, Tax Certification Statement for Management Company, is also required if a management company (any entity employed or otherwise contracted by the licensee or the applicant to operate, manage or supervise all or part of the operation of the licensed premises) is utilized. If a transfer application and if both buyer and seller use a management company, each company must submit the form.

4. PLCB-193 Affidavit of Compliance, regarding the notice of posting must be completed and submitted.

5. MEMBERSHIP ROLL - A complete list of all members of the club, together with dates of admission or election, must accompany the application, EXCEPT for transfer of license from one premise to another premise. Membership Roll (form PLCB-6) may be used.

6. Recent, individual photograph, of the manager, 1½" x 1½" in size, identified with the individual's name, and applicant's name and address of the premises on the reverse. Photograph must have a matte finish.

7. Recent, premises photographs, 4" x 6" in size, of the exterior of the premises, AND the main club room, identified with the applicant's name and address of the premises on the reverse. Photographs must have a matte finish.

8. If the application is for transfer, PLCB-21, Application for Transfer of License and Permit.

9. A Request for Criminal Record Check (PLCB-2018) must be submitted for each officer, director, trustee, manager or steward, EXCEPT for the transfer of license from one premise to another premise, with a $10.00 remittance per form.

10. If a transfer to another municipality in the same county (unless the licensee is a unit of a national veterans' organization), written approval from the governing body of the receiving municipality must be submitted if the quota of the receiving municipality is filled or exceeded.

11. If the premises is not licensed, floor plans, 8½" x 11" in size, depicting room dimensions. A separate floor plan must be submitted for each floor to be licensed. The plan must be clear and readable.

12.. Owner of premises name, address, principals and their titles must be listed.

INFORMATION

a. An application for a new license or for the transfer of an existing license to a new location not presently licensed may be filed for “PRIOR APPROVAL” of planned alterations or construction. Submit a site plan clearly showing the premises proposed to be licensed as it will be upon completion of the alterations or construction of the building. A site plan must be on 8½" x 11" paper depicting the location of the proposed premises in relationship to identifiable property lines or easily identifiable landmarks or reference points with measurements to the property lines, landmarks or reference points. The plan must be clear and readable.

b. A new license for premises in a county with no quota vacancy may be considered if the organization is an incorporated unit of a national veterans' organization, as defined by Section 461.1 of the Liquor Code.

DO NOT SUBMIT ANY OTHER DOCUMENT (E.G., LEASE, AGREEMENT) WITH THIS APPLICATION PACKET. SHOULD YOU BE REQUIRED TO SUBMIT SUCH DOCUMENTATION, OTHER THAN FOR THE INVESTIGATION OFFICER'S REVIEW, YOU WILL BE NOTIFIED IN WRITING.

IF YOU REQUIRE ASSISTANCE IN COMPLETING THE APPLICATION PACKET, CALL THE LICENSING INFORMATION CENTER AT (717) 783-8250.

SEND THE APPLICATION PACKET TO: PENNSYLVANIA LIQUOR CONTROL BOARD, BUREAU OF LICENSING, P.O. BOX 8940, HARRISBURG, PA 17105-8940.