NEW YORK CITY LICENSEES ARE REQUIRED TO MAIL A
RENEWAL APPLICATION NOTICE FORM TO THEIR LOCAL COMMUNITY BOARD

IF YOU ARE THE HOLDER OF ANY TYPE OF ON-PREMISES ALCOHOLIC BEVERAGE LICENSE
(INCLUDES: ON-PREMISES LIQUOR LICENSE / ON-PREMISES WINE LICENSE / ON-PREMISES BEER LICENSE)

AND

IF YOUR LICENSED ESTABLISHMENT IS LOCATED WITHIN
ONE OF THE FIVE BOROUGHS (COUNTIES) OF NEW YORK CITY

THE BRONX (BRONX COUNTY) BROOKLYN (KINGS COUNTY) MANHATTAN (NEW YORK COUNTY)
QUEENS (QUEENS COUNTY) STATEN ISLAND (RICHMOND COUNTY)

THEN

YOU MUST MAIL A 30-DAY ADVANCE RENEWAL APPLICATION NOTICE FORM -- by way of CERTIFIED MAIL, RETURN RECEIPT REQUESTED -- TO YOUR COMMUNITY BOARD ADVISING THAT YOU WILL BE SUBMITTING A RENEWAL APPLICATION TO THE STATE LIQUOR AUTHORITY

YOUR LICENSE WILL NOT BE RENEWED UNLESS AND UNTIL ACCEPTABLE PROOF OF 30 DAYS NOTICE TO THE LOCAL COMMUNITY BOARD IS RECEIVED BY THE STATE LIQUOR AUTHORITY

IF YOU FAIL TO COMPLY WITH LEGAL TIME REQUIREMENTS, YOU WILL BE SUBJECT TO ADMINISTRATIVE DISCIPLINARY PROCEEDINGS THAT MAY RESULT IN YOUR PAYMENT OF A CIVIL MONEY PENALTY, AND SUSPENSION, CANCELLATION, OR REVOCAUTION OF YOUR ALCOHOLIC BEVERAGE LICENSE

SUBMITTING ACCEPTABLE PROOF TO THE STATE LIQUOR AUTHORITY THAT YOU GAVE 30 DAYS ADVANCE NOTICE OF YOUR RENEWAL APPLICATION TO THE LOCAL COMMUNITY BOARD

Print out and carefully complete the one page RENEWAL APPLICATION NOTICE FORM
Make two photocopies of the completed RENEWAL APPLICATION NOTICE FORM.
Take the original RENEWAL APPLICATION NOTICE FORM to the post office or other commercially recognized delivery service. Mail -- using CERTIFIED MAIL, RETURN RECEIPT REQUESTED or by overnight delivery service - the original RENEWAL APPLICATION NOTICE FORM to your Local Community Board.
In the alternative, you may personally serve the renewal application notice form upon the community board. Make sure to bring an extra copy of the form so that it can be date stamped by the community board as proof of service. Keep it in a safe place.
KEEP your CERTIFIED MAIL/OVERNIGHT DELIVERY RECEIPT and your TWO COPIES of the RENEWAL APPLICATION NOTICE FORM in a SAFE PLACE.
MARK on your CALENDAR with a TRIANGLE the DATE you MAILED the RENEWAL APPLICATION NOTICE FORM. Count out THIRTY DAYS from the DATE you MAILED the RENEWAL APPLICATION NOTICE FORM. CIRCLE THIS DATE.
Write – SEND RENEWAL APPLICATION TO SLA.
In about a week or ten days, your CERTIFIED MAIL RETURN RECEIPT should come back to you.
Put your RETURN RECEIPT in the same SAFE PLACE with your CERTIFIED MAIL RECEIPT and your TWO COPIES of the RENEWAL APPLICATION NOTICE FORM.
When the CIRCLED DATE on your CALENDAR arrives, fill out your RENEWAL APPLICATION.
Make COPIES of all items that you are sending to the STATE LIQUOR AUTHORITY in support of your RENEWAL APPLICATION, including
• all of your RENEWAL APPLICATION forms, and
• the CERTIFIED MAIL/OVERNIGHT DELIVERY RECEIPT, and
• your RETURN RECEIPT, PROOF OF OVERNIGHT DELIVERY or DATE STAMPED COPY OF RENEWAL NOTICE FORM.
MAIL to the NEW YORK STATE LIQUOR AUTHORITY
• all of your completed RENEWAL APPLICATION forms, and
• a copy of the RENEWAL APPLICATION NOTICE FORM you sent or delivered to the Local Community Board thirty days ago, and
• proof of mailing and/or proof that the Local Community Board received the RENEWAL APPLICATION NOTICE FORM, and
• your CHECK for the License and Filing fees, and
• anything else that must be filed with your RENEWAL APPLICATION