



State Liquor Authority

ANDREW M. CUOMO
Governor

LILY M. FAN
Commissioner

VINCENT G. BRADLEY
Chairman

GREELEY FORD
Commissioner

ADVISORY #2020-13

To: All on-premises retail licensees located within the city of New York

Subject: Municipal notification of intent to renew license

On-premises retail licensees located within the city of New York are reminded that Alcoholic Beverage Control Law §110-b requires that you notify the Community Board in which your licensed establishment is located that you intend to renew your license. That notice, on a form approved by the Authority, must be delivered to the Community Board at least 30 days before you file the renewal application. The notice must be delivered either by: 1) certified mail, return receipt requested; 2) overnight delivery service with proof of mailing; or 3) personal service upon the offices of the community board.

Licensees receive a letter from the Authority 90 days before the license expires providing instructions on how to renew the license. This 90-day period gives licensees ample opportunity to provide the Community Board with timely notice and then file the renewal application before the current license expires. Please be advised that licensees who file a renewal application without providing the Community Board with the notification 30 days in advance will be subject to disciplinary action.

In addition, a licensee's failure to provide the required notice to the Community Board will impact the processing of the renewal application. The Authority's Licensing Board will not act on a renewal application until 30 days have passed since the Community Board was notified. If the current license expires during that period, the licensee will not be able to sell alcoholic beverages unless and until the renewal application is approved.


For example, if a licensee delivers notice to the Community Board on April 10th for a license expiring on April 30th and files the renewal application on April 20th, the Authority will not approve the renewal until at least May 10th. The licensee will not be able to sell alcoholic beverages from May 1st until the renewal is approved.

A licensee may be able to obtain a waiver of the 30-day period from the Community Board to allow the Authority to act on the renewal application once it is filed. However, the Community

Board is under no obligation to provide such a waiver and the Authority will not request the Community Board to issue the waiver.

This matter was heard and determined by the Members of the Authority at a Full Board meeting held on July 15, 2020 before Chairman Vincent Bradley, Commissioner Lily Fan, and Commissioner Greeley Ford. The above written advisory was approved by Chairman Bradley on behalf of the Members of the Authority on July 16, 2020.

Dated: 7/16/20

A handwritten signature in black ink, reading "Thomas J. Donohue". The signature is written in a cursive style with a long horizontal line extending to the left of the first letter.

Thomas J. Donohue
Secretary to the Authority