



ANDREW M. CUOMO
Governor

LILY M. FAN
Commissioner

VINCENT G. BRADLEY
Chairman

GREELEY FORD
Commissioner

ADVISORY #2021-18

To: All applicants

Subject: Conditional approvals

An approval of an application for a license or permit may include one or more conditions that must be satisfied before the license or permit certificate will be issued. In the event an application is conditionally approved, the applicant shall have six months from the date of the approval to comply with all the conditions. Failure to meet the deadline will result in the disapproval of the application, notwithstanding the conditional approval.

For good cause shown, a retail applicant may be granted a six-month extension to satisfy the conditions of approval. No more than two such extensions shall be granted to such an applicant by the Licensing Board. Neither the Licensing Board nor the Members of the Authority will entertain requests for addition extensions beyond the two provided for by this Advisory. An applicant who is operating under a temporary retail permit will be required, as a condition of any extension, to surrender the permit.

The conditions of approval are in addition to any restrictions imposed on the operation of the licensed premises by the Authority and any representations made by the applicant in the application regarding the operation of the licensed premises. Those restrictions and representations survive the issuance of the license or permit certificate and the failure to comply may result in disciplinary action.

After the conditional approval of an application but before the license or permit certificate is issued, the Authority may obtain information bearing on the character and fitness of an applicant to hold the license or permit. In such a matter, the Authority reserves the power to reconsider the approval upon notice to the applicant.

The following items may be included as conditions of approval. Any other item must be addressed prior to the Authority's determination to approve or deny the application.

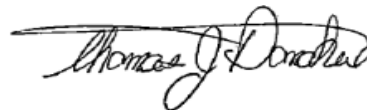
- 2 x 2 Passport Photos of Applicants or managers
- Bond Rider
- Building Permit
- Business Phone Number
- Certificate of Assumed Name

- Certificate of Authority – Sales Tax #
- Certificate of Occupancy or Letter from Municipality stating that one is not required.
- Deed
- Executed Leases
- Executed Loan Agreements
- Federal ID #
- Filing Receipt
- Lease Amendments
- Lease Assignments
- Liquidator's Permit along with Inventory of alcoholic beverages signed and dated by the seller
- Living Quarters Letter
- Newspaper Affidavit
- No Transfer of Alcohol Statement signed by buyer.
- Notice of Appearance
- Photos showing the premises is ready to open and operate.
- Premises e-mail address
- Surrender of license in effect at premise to be licensed
- TTB Permits (for manufacturers and wholesalers)
- Workers' Compensation and/or Disability Benefits Carrier Names and Policy Numbers or submission of a Certificate of Attestation of Exemption from New York State Workers' Compensation and/or Disability Benefits Insurance Coverage.

This Advisory replaces Advisory 2019-6, 2020-11, 2021-9, 2021-12 and 2021-17

This matter was heard and determined by the Members of the Authority at a Full Board meeting held on July 28, 2021 before Chairman Vincent Bradley, Commissioner Lily Fan, and Commissioner Greeley Ford. The above written advisory was approved by the Members of the Authority on July 28, 2021.

Dated: 7/28/21



Thomas J. Donohue
Secretary to the Authority