



NEW HAMPSHIRE LIQUOR COMMISSION

Please submit form to:
NHLC, 50 Storrs Street, Concord NH, 03301
603-271-3521

License & Fee required before operating

FOR NHLC USE ONLY

License Type: Liquor, Wine, Beverage Warehouse
RSA: 178:11
Liq Rule: 705.05
From _____ To _____
License Fee: _____

LICENSE TYPE WORKSHEET
LIQUOR, WINE AND BEVERAGE – WAREHOUSE

Business Name _____	Trade Name _____
Name of Primary Contact for Applicant _____	

THE FOLLOWING DOCUMENTS ARE REQUIRED TO BE SUBMITTED PRIOR TO A LICENSE BEING ISSUED:

1. WARRANTY DEED OR LEASE AGREEMENT
2. TOWN OR CITY APPROVAL

ACKNOWLEDGEMENTS (initial after each)

1. Acknowledge that the applicant understands the possession of a liquor/wine/beverage warehouse license only entitles the licensee to receive, warehouse and ship, for a fee, any liquor, wine or beverage as defined by RSA 175:1, or any combination thereof belonging to any retailer, vendor, wholesale distributor or manufacturer licensed in this state.
 (initial)
2. Acknowledge that the applicant maintains a bonded warehouse licensed pursuant to RSA 348:1 for liquor, wine, and beverage storage within the State of New Hampshire. (initial)
3. Acknowledge that the applicant has and shall maintain a computer system capable of interfacing with the commission's computer system for their business operations. (initial)
4. Acknowledge that the applicant's business records shall be available for inspection by the commission.
 (initial)
5. Acknowledge that the applicant has no authority to sell any beverage, wine, or liquor stored on his/her premises.
 (initial)
6. Acknowledge that all liquor, wine, and beverage stored on the applicant's premise shall be separated in such a manner that the commission, upon audit, can determine ownership of such product. (initial)
7. Acknowledge that the applicant shall submit monthly reports to both the Division of Enforcement and the Warehousing and Transportation Division by the 10th day of the following month, indicating the quantity, type, size, and brands of all products received, shipped, or stored on his/her premises. (initial)
8. Acknowledge that any additional fees relating to transportation or shipping charges shall be borne by the liquor/wine/beverage warehouse, rectifier, manufacturer, liquor and wine vendor to cover shipment of bailment or other liquor and wine products to the commission for subsequent distribution. (initial)
9. Acknowledge that each warehouse is equipped with loading docks or other arrangements to facilitate the loading or unloading of stock. (initial)
10. Acknowledge that each warehouse has an office located on premises where receiving reports, shipping papers, packing slips, shipping reports, and other related records for the business shall be stored for review of all transactions of the warehouse. (initial)
11. Acknowledge that all requirements of Liq. 300 and 400 for a bailment warehouse shall be met.
 (initial)

By initialing this statement I, _____ certify that I will retain, maintain, and keep readily available all supporting documentation as required per this license worksheet. If requested, I agree to provide such documentation to any member of the NHLC. (initial)

I declare under RSA 641:3, that I am authorized to sign on behalf of the business entity applying for a license, that I have examined all of the information provided on or with this application, and that the information is true, correct, and complete to the best of my knowledge and belief.

X _____
Applicant Signature Date Title



NEW HAMPSHIRE LIQUOR COMMISSION
Form LTW-12 General Instructions
 Please submit form to NHLHC, PO Box 1795, Concord, NH 03302
 603-271-3521

WHO MUST FILE

Individuals, partnerships, limited liability companies and partnerships, or corporations but not to unincorporated associations, to apply for the manufacture, warehousing, sale, offer for sale, or solicitation of orders for sale of liquor or beverages and for retail sales of tobacco products within the state, subject to the limitations and restrictions imposed by RSA 178:2.

WHEN TO FILE

Before operating

WHERE TO FILE

- NHLHC, 50 Storrs St., Concord, NH 03301 (or)
- NHLHC, PO Box 1795, Concord, NH 03302
- Email Licensing@liquor.nh.gov

NEED HELP

- If you have any questions, please contact [Enforcement Licenses Help Desk@liquor.nh.gov](mailto:EnforcementLicensesHelpDesk@liquor.nh.gov) (or) Call (603) 271-3521 between 8:00am – 4:30pm, Monday through Friday.

WHAT IS THE FEE

The annual liquor, wine and beverage warehouse license fee is \$756 pursuant to RSA 178:29, V(e).

See the following RSA for any fee updates:

<http://www.gencourt.state.nh.us/rsa/html/XIII/178/178-29.htm>

Incomplete license type requirement form will be returned to the applicant and will result in a delay in issuance of a license. Some common omissions/errors include:

- The application for license is not attached. (This does not apply for renewals.)
- Check missing or not filled-out completely or signed.
- License type requirement form is not properly complete or unsigned.

RSA 175:1, XLVI-a Definition:

"Liquor/wine/beverage warehouse" means a warehouse which for a fee receives, warehouses and ships liquor, wine or beverage, or any combination of liquor, wine or beverage, within the state or to the state border for shipment out of state.

<http://www.gencourt.state.nh.us/rsa/html/XIII/175/175-1.htm>

To ensure that you qualify for the type of license you want, see the following RSA:

RSA 178:11 Liquor/Wine/Bev Warehouse License

<http://www.gencourt.state.nh.us/rsa/html/XIII/178/178-11.htm>