



State of New Hampshire
Liquor Commission
Division of Enforcement and Licensing



REQUEST FOR AUTHORIZATION FOR SERVICE TO ANOTHER AREA

BUSINESS INFORMATION

Registered Business / Trade Name	Business Phone	Current Registered License Number	
Business Address	City	State	Zip
Title of Requestor for Applicant	Requestor Email		

MODIFICATION INFORMATION

Submitter requests modification to present designated area

Type of Modification <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Projected Start Date	Projected End Date (if temporary)
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Please provide a detailed description of requested area to include dimensions, location, area type (indoor, outdoor, building addition, etc.) projected occupancy, seating/serving layout, and safety provisions.

Printed Name of Requestor for Applicant	Date Signed	Signature of Requestor
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REQUIREMENTS

Businesses served by a waste disposal system, as defined by RSA 485-A:2, XI, shall obtain approval from the department of environmental services for any expansion under this section, unless the total number of seats remains the same or is reduced. Businesses that are on municipal sewer may expand seating as permitted by the municipality.

Documentation required to process request:

- Request for Authorization for Service to Another Area (This Form)
- Detailed diagram of area being requested.
 - Must include room/area location, dimensions
- Permit of Assembly from Fire Department
 - Must include seating area and safety provisions
- Approval Letter from City/Town stating they have no objections to service in that area.

SUBMISSION

Send the above paperwork to:

Email: licensing@liquor.nh.gov	or	New Hampshire State Liquor Commission 50 Storrs Street Concord NH 03301 (603) 271-3758 (fax)
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Once received an investigator will be sent to your establishment to inspect the area. Once viewed, your request will be included on the next Commission Agenda for approval.