



Micro Brewery Requirements

If you are interested in setting up a micro brewery in Nova Scotia, please use the following checklist as a guideline of the requirements needed.

To view a copy of the Liquor Control Act and NSLC Liquor Regulations, please click on the following links:

<https://www.mynslc.com/en/About-NSLC/Company/Corporate-Governance>

Requirement	✓
<p>Written Proposal to the NSLC</p> <p>A written proposal must be submitted for approval by the NSLC. The Proposal should include:</p> <ul style="list-style-type: none"> • Floor plans and site of proposed Micro Brewery • Structure of Company: Board of Directors, President, etc. • Products to be produced • Method of distribution • Size and type of containers • Production volumes • Quality control (including the type of testing equipment you plan to use, how you plan to test the alcohol strength in your product, what lab you plan to use to test the product for alcohol content and safety, your water source, water test results if using a well, cleaning and sterilization process, cleaning schedule, etc.) • Alcoholic strength • Number of people to be employed • Capital costs, etc. • Written approval from city/town relative to their zoning, etc. • Copy of your federal license from Canada Revenue Agency. • Written approval of your plan from the Alcohol, Gaming, Fuel and Tobacco Division (AGFT) if you already have a liquor license or plan to apply for a liquor license with the AGFT. 	
<p>Is your location "wet" or "dry"?</p> <p>If you wish to sell your product at the brewery location you will need to ensure the location of facility is in wet area of Nova Scotia. If the municipality in which the retail outlet is proposed is dry, a plebiscite will need to be conducted. To find out if you are in a wet or dry area, please contact Carol Andrews at 902-450-5914 or carol.andrews@mynslc.com.</p>	
<p>Canada Revenue Agency Requirements</p> <p>The requirements of the Canada Revenue Agency need to be met, which includes tax requirements and packaging, labeling and quality control of all products. To find out more about these requirements please contact the Regional Manager of Excise Duty at 902-450-8374 or 1-888-327-7999 or go to http://www.cra-arc.gc.ca/tx/tchncl/ct2001-eng.html.</p>	



Requirement	✓
<p>Resource Recovery Fund Board</p> <p>You will need to contact the Resource Recovery Fund Board at 1-877-313-RRFB (7732) or http://novascotia.ca/nse/waste/rrfbns.asp to discuss bottle deposits and labeling.</p>	
<p>Nova Scotia Department of Environment Requirements</p> <p>You will need to contact the Nova Scotia Department of Environment to discuss water regulations. The contacts can be found on their website at: http://www.novascotia.ca/nse/dept/division.compliance.asp</p>	
<p>Manufacturers Permits</p> <p>A Manufacturers Application Form will need to be completed and forwarded to the NSLC. The form can be found on our website at: https://securepay.mynslc.com/permits</p>	
<p>Insurance</p> <p>Send proof of product liability insurance along with your application.</p>	
<p>Hospitality Room Requirements</p> <p>A hospitality room permit may be obtained if tastings are to be offered either at the store or in a separate room located on the premises. If you are planning to have a hospitality room, a Fire Marshall's inspection certificate or letter of approval is required.</p>	
<p>Registered Representative Permit</p> <p>You will also need to register someone, which could be yourself, to act as a representative for the company. Service Nova Scotia and Municipal Relations handle this registration on behalf of the NSLC. You can register a rep by accessing the form at this link - https://accesstobusiness.snsmr.gov.ns.ca/a2b_web/portal/documents.jsf. Under key words type "NSLC" and select your municipality from the drop down list.</p> <p>Make sure you include a letter, on company letterhead, that confirms this person works for the company.</p>	
<p>NSLC Reporting Requirements, Remittance Forms & Selling Price</p> <p>To discuss your reporting requirements, pricing and remittance forms, please send an email to NSManufacturersReport@mynslc.com. Any pricing related questions for listing with the NSLC, can be sent to Rachel Handspiker at 902-450-5873 or rachel.handspiker@mynslc.com.</p>	



Requirement	✓
<p>Listing Products with the NSLC</p> <p>Following the establishment of a facility and approval of permit, Application for Listing Forms can be complete and forwarded to the NSLC for consideration (only if you wish any of the brewery products to be sold through the NSLC). Listing is done through Jeremy Archibald at 902-450-7528 or Jeremy.archibald@mynslc.com. Approval of the permit does not guarantee automatic listing with the NSLC.</p>	
<p>Audit</p> <p>Manufacturer is subject to audit by the NSLC as required.</p>	
<p>Vendor Guide and NSLC Manufacturer Policies</p> <p>To gain access to the NSLC Vendor Guide, which is used to communicate with and assist our beverage alcohol vendors in doing business with the NSLC, please click on this link - http://www.mynslc.com/-/media/Trade-MyNSLC/Working-with-the-NSLC-and-Policies/NSLC_Vendor_Guidebook_2016_web.pdf?la=en.</p> <p>To gain access to NSLC Manufacturer's Policies, please click on this link - http://www.mynslc.com/en/About-NSLC/Policies/Manufacturers-Policies</p>	
<p>Yearly Permit Fees</p> <p>Micro Brewery Permit - \$500.00 Retail Store - \$100.00 Hospitality Room - \$100.00</p> <p>Permits expire annually on March 31 and must be renewed prior to this date.</p>	