



CITY OF LAKE PARK, GEORGIA

APPLICATION FOR ALCOHOL LICENSE RENEWAL

INSTRUCTIONS: THIS APPLICATION MUST BE TYPED OR PRINTED LEGIBLY AND EXECUTED UNDER OATH. EACH QUESTION MUSBE FULLY ANSWERED. IF SPACE PROVIDED IS NOT SUFFICIENT, ANSWER ON A SEPARATE SHEET AND INDICATE IN THE SPACE PROVIDED THAT A SEPARATE SHEET IS ATTACHED.

SUNDAY SALES ANCILLARY LICENSE: IN ORDER TO OBTAIN A SUNDAY SALES ANCILLARY LICENSE, YOU MUST HOLD A VALID ALCOHOLIC BEVERAGE LICENSE ISSUED BY THE CITY OF LAKE PARK AND GEORGIA DEPARTMENT OF REVENUE.

SUNDAY HOURS OF SALES: THE SUNDAY SALES ANCILLARY LICENSE ALLOWS THE SALES OF BEER, WINE, AND DISTILLED SPIRITS FOR CONSUMPTION ON PREMISES ON SUNDAYS FROM 12:30 P.M. UNTIL 12:00 MIDNIGHT AND PACKAGE SALES FROM 12:30 P.M. UNTIL 11:30 P.M.

TYPE OF LICENSE (check one) _____ **AMENDMENT** _____ **RENEWAL**

DOES THE TYPE OF BUSINESS (check all that apply):

_____ Derive at least 50 percent of its total annual gross food and beverage sales from the sale of prepared meals or food?

_____ Derive at least 50 percent of its total annual gross income from the rental of rooms for Overnight lodging?

TYPE OF LICENSE AND ANNUAL FEES (CHECK ALL THAT APPLY):

_____ <i>Package Sales of Malt Beverages</i>	\$165.00
_____ <i>Package Sale of Wine</i>	\$165.00
_____ <i>Package Sale of Distilled Spirits</i>	\$2,920.00
_____ <i>Sunday Package Sales</i>	\$500.00
_____ <i>Sales of Malt Beverages for on-premises consumption</i>	\$165.00
_____ <i>Sale of Wine for on-premises consumption</i>	\$165.00
_____ <i>Sale of Distilled Spirits for on-premises consumption</i>	\$2,920.00
_____ <i>Sunday Sales for RETAIL CONSUMPTION ON PREMISES</i>	\$500.00

TOTAL DUE: _____

There shall be an application fee of **\$100.00** for all applications for **NEW** Alcoholic Beverage Licenses.

CURRENT LICENSE INFORMATION:

(a) Lake Park Alcohol Beverage License No.: _____ Expires: _____

(b) Lake Park Occupation Tax Certificate No: _____ Expires: _____

BUSINESS INFORMATION:

(a) Corporation or Partnership Name: _____

(b) Business or D/B/A Name: _____

(c) Federal Employer or Tax Identification Number: _____

(d) Local Street Address: _____

(e) Mailing Address: _____

City: _____ State: _____ Zip code: _____

(F) Telephone No: _____ Fax: _____

Name and Address of Registered Agent: _____

(g) For Partnerships, please provide the following information:

Date of formation of partnership: _____

Federal Employer or Tax Identification Number: _____

State of Formation: _____

Names and Addresses of all Partners: _____

Names and Addresses of Managing Personnel: _____

Name and Address of Agent for service purposes:

APPLICANT/LICENSEE INFORMATION: (AUTHORIZED TO APPLY ON BEHAL OF LICENSEE):

(a) Applicant/Licensee Name: _____

(b) Title/Position: _____

(c) Contact Phone No: _____

(d) Contact Email: _____

Section 3-16 Legal hours of sale; separate from package sale rooms; adequate seating

- (a) Sales by the drink, No licensee shall sell, give away or otherwise dispense distilled spirits, wines, champagnes or malt beverages or other alcoholic beverages by the drink for consumption on the premises except between the hours of 9:00 a.m. an 2:00 a.m. Monday through Saturday and between the hours of 12:30 p.m. to 12:00 Midnight on Sunday, according to standard time in effect at the time the sale is made. To clarify, Saturday sales by the drink shall be allowed to continue until 2:00 a.m. Sunday morning. Sunday alcohol sales of alcoholic beverages by the drink for consumption on the premises shall be permitted only in licensed liquor or beer and wine by the drink establishments which (1) obtain a Sunday sales license; and (2) derive at least fifty percent (50%) of their annual gross sales from the sale of prepared meals or food in all of the combined retail outlets of the individual establishment where food is served and in any licensed establishment which derives at least fifty percent (50%) of its total annual gross income from the rental of rooms for overnight lodging. Alcoholic beverages shall not be sold or dispensed in the same room used for the sale of packaged alcoholic beverages except where adequate seating arrangements are provided for the licensee's patrons.
- (b) Package sales. Package sales of distilled spirits, malt beverages, wine and other alcoholic beverages by licensees shall be permitted between the hours of 9:00 a.m. and 12:00 Midnight Monday through Saturday and between the hours of 12:30 p.m. to 11:30 p.m. on Sunday, according to standard time in effect at the time the sale is made.

CERTIFICATION

This is to certify that no change has taken place with respect to the operation of the above-named business affecting its ownership as stated in the previous application. I certify and affirm that I have read Section 3-16 of the City of Lake Park Alcoholic Beverage Ordinance (attached hereto) and that I am in compliance with ordinance. The answers to all questions in the previous applications about the above-named business are correct and remain unchanged. Additionally, I certify to compliance to the City of Lake Park and the State of Georgia laws governing the above-named business. All sections of the application have been answered fully and correctly.

Signature of Applicant/Licensee

Print Name

_____ date: _____

Title

NOTARY PUBLIC

State of Georgia

County of _____

Sworn and subscribed before me, on this ____ of _____, 20 ____, personally appeared _____, and presented _____ to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

Notary Public Printed

(Seal)

Notary Public Signature

My Commission Expires: _____

PLANNING DEPARTMENT USE ONLY

Reviewed By: _____ DATE: _____

APPROVED BY: _____ DATE: _____

CONSENT FORM

*(To be executed by each employee **and applicant**)*

I hereby authorize THE CITY OF LAKE PARK, GEORGIA to receive any criminal history record information pertaining to me which may be in the files of any State of local criminal justice agency in Georgia.

Full Name Printed

Address

DOB

SSN

Sex

Race

Signature

Date

NOTARY PUBLIC

State of Georgia

County of _____

Sworn and subscribed before me, on this ____ of _____, 20 ____, personally appeared _____, and presented _____ to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

Notary Public Printed

(Seal)

Notary Public Signature

My Commission Expires: _____

The Georgia Department of Revenue’s new centralized alcohol application process is expanding to include the renewal of state and local alcohol licenses, beginning September 6, 2022. This enhancement allows Georgia applicants to submit a renewal application to both the State of Georgia and participating local licensing jurisdictions using the Georgia Tax Center (GTC).

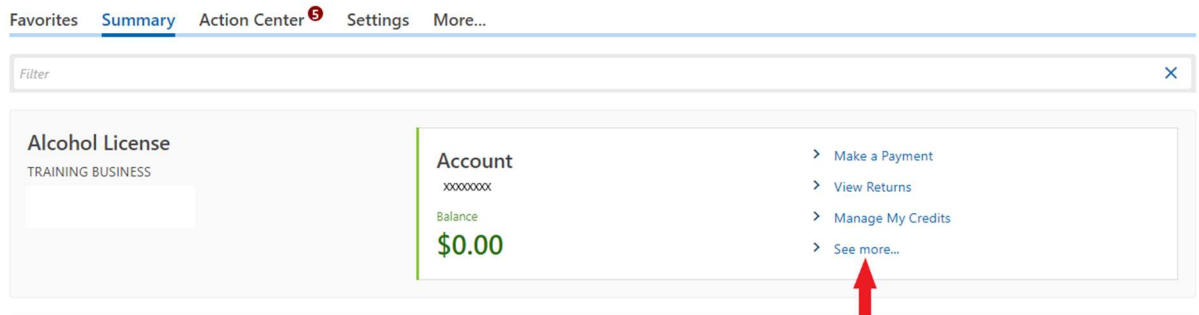
This centralized alcohol application process only applies to retail, retail package, and consumption on premises licenses. All other applicants (i.e., wholesalers, manufacturers, importers, brokers) will continue to use GTC to submit a state alcohol renewal application, however such applicants should contact their local licensing jurisdiction to obtain instructions for renewing a local alcohol license.

Contents

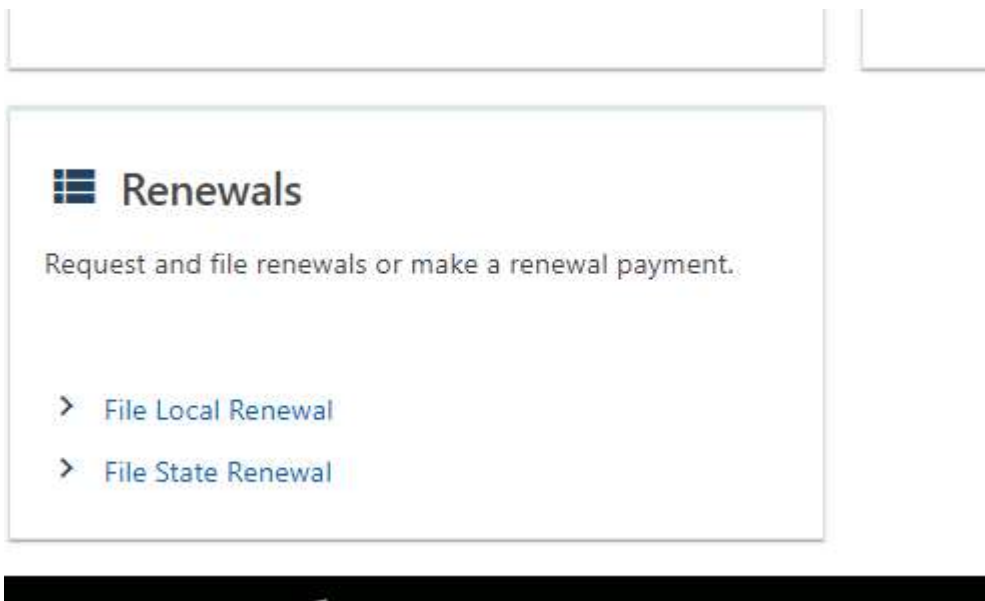
State Alcohol License Renewals:.....	#1
Local Jurisdiction Alcohol License Renewals:.....	#6

State Alcohol License Renewals:

- 1.) Navigate to the GTC Website at <https://gtc.dor.ga.gov> and log into your GTC account.
- 2.) Locate your alcohol license account on the home page. Click on “See more...”




3.) Locate the renewal section in your alcohol license account.



4.) Click on the “File State Renewal” hyperlink next to the appropriate renewal period.

Returns All Periods / Period Search

Period	Return	Status	
31-Dec-2023	Alcohol License Renewal	Generated	File State Renewal 
31-Dec-2022	Alcohol License Renewal	Filed - Timely	View or Amend Return
31-Dec-2021	Alcohol License Renewal	Filed - Timely	View or Amend Return
31-Dec-2020	Alcohol License Renewal	Filed - Timely	View or Amend Return
31-Dec-2019	Alcohol License Renewal	Filed - Timely	View or Amend Return
31-Dec-2018	Alcohol License Renewal	Filed - Timely	View or Amend Return
31-Dec-2017	Alcohol License Renewal	Filed - Timely	View or Amend Return
31-Dec-2016	Alcohol License Renewal	Filed - Timely	View or Amend Return
31-Dec-2015	Alcohol License Renewal	Filed - Timely	View or Amend Return

5.) Confirm the information is correct on the “Business Information” tab and select “Next.”

Business Information

Entity Information Section

License #:
FEIN:
DBA:

Beer
 Wine
 Liquor

Alcohol License Section

Bond Amount:
License Type:
Owner Type:
Local Type:
Location:

If your alcohol license is changing to include liquor (Distilled Spirits), please click here to start a new retail (liquor store) or consumption on premises (Restaurant) alcohol application.

Relationship Section

Type	Name	Street	Identifier
Managing Member			
Licensee			

6.) Answer the Question “Have you been arrested in the previous 12 months?” If yes, please include a description of your arrest. Select “Next.”

< Returns

Alcohol License

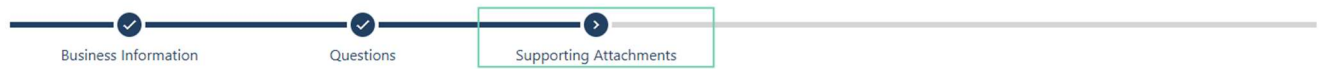
Business Information Questions

Please Answer the Following Questions

Have you been arrested in the previous 12 months?

- 7.) Please add any documents to support the changes to your alcohol license or arrest history. Select “Add Attachments” to upload your documents. Select “Next” to continue to the next step.

Alcohol License



Supporting Documents

Attach any supporting documentation for your license renewal

Add Attachments

Attachments

Type	Name	Description	Size
There are no attachments.			

Cancel

Save Draft

< Previous

Next >

- 8.) Verify the information on the summary tab is correct and click the “Submit” Button.

Alcohol License



Please Review Your Request

You have the following types of Alcohol: Beer, Wine

Brand Fees:\$0.00

Registration Fee:\$100.00

Investigation Fee:\$0.00

Late Fee:\$0.00

Total Fees:\$100.00

Cancel

Save Draft

< Previous

Submit

Select “OK” to confirm the information you are submitting is correct.

Confirmation

By clicking “Yes”, you are certifying that this return, including schedules or statements, has been examined by you and is, to the best of your knowledge and belief, a true and complete return made in good faith for the return period.

Are you sure you want to submit this?

Cancel

OK

9.) Print the confirmation page for your records and then proceed to the “Make a Payment” page.

Confirmation

Submission Information


Logon
Status
Confirmation Number
Taxpayer Name
Federal Employer ID #
Alcohol License
Submission Title
Filing Period
Submitted
Total Amount Due \$100.00

Your renewal request has been submitted.

This will be posted to your account after your request is processed in the next couple of days.

Your confirmation number is . If you have any difficulties, or you would like some help then please contact us at 1-877-GADOR11 (1-877-423-6711).

Your request indicates that a payment of **\$100.00** is due. You can make a payment now by clicking "Make a Payment".



10.) If you are making a payment using your ACH Debit information, enter the information and select “Submit.” After you submit the renewal request, print the confirmation page for your records. Alternatively, if you are using a credit card, select the “Pay by Credit Card” button and follow the steps to use our third-party credit card processor to make a credit card payment.

Payment

Payment Channel

Option

Type
Direct Debit - US Bank

Bank Account Type *
 Checking
 Savings

Routing Number *
Required

Populate Routing Number

Account Number *
Required

Confirm Account Number *
Required

Save this payment channel for future use

Payment


Payment Type
Renewal Payment

This payment type should be utilized when paying for a renewal.

Payment Date
08-Sep-2022

Amount
100.00

Confirm Amount *
Required



- 11.) If you are using a credit card to make a payment, click on the hyperlink to access the credit card payment page.

Confirmation

The site you are about to visit is not under the control of The State of Georgia. Accordingly, Georgia DOR can make no representation concerning the content of this site to you. The state is providing this link only as a convenience to you.

Pay using [ACI Payments, Inc.](#) 

Note: a convenience fee may be charged by the credit card processor.

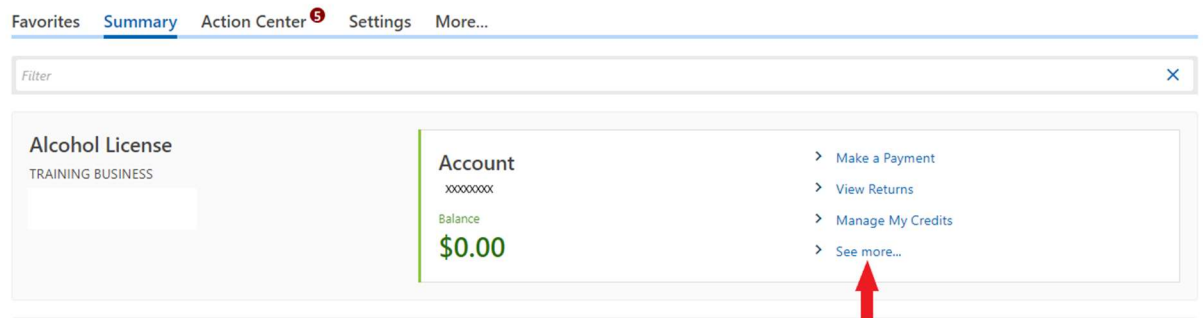
[Printable View](#)

[OK](#)

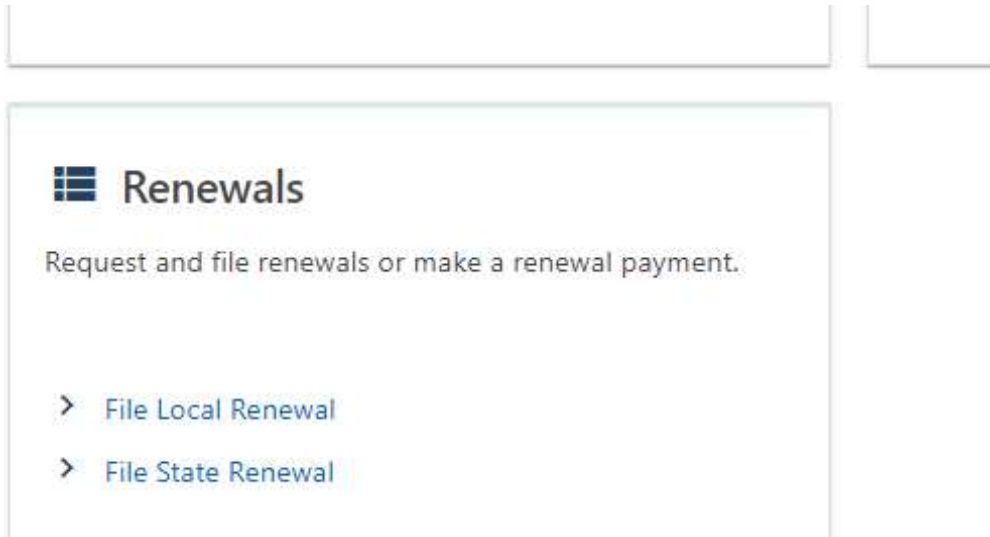
- 12.) Once your renewal is submitted, your renewal request will be processed in approximately 2-5 business days and your alcohol license will be available to print from your GTC account.

Local Jurisdiction Alcohol License Renewals:

- 1.) Navigate to the GTC Website at <https://gtc.dor.ga.gov> and log into your GTC account.
- 2.) Locate your alcohol license account on the home page. Click on “See more...”



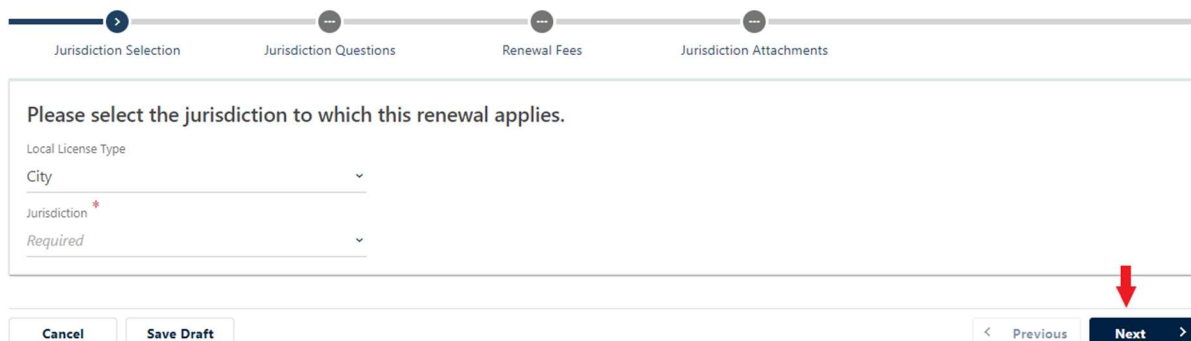
3.) Locate the renewal section in your alcohol license account.



4.) Click on the “File Local Renewal” hyperlink to start your local alcohol license renewal.

5.) Verify the local jurisdiction that is prepopulated in the jurisdiction screen is the jurisdiction that issued your license. If not, select the correct jurisdiction.

Alcohol Local Renewal



If your local jurisdiction has not uploaded any renewal requirements, you will receive the message listed below. Please contact your local jurisdiction for license renewal instructions.



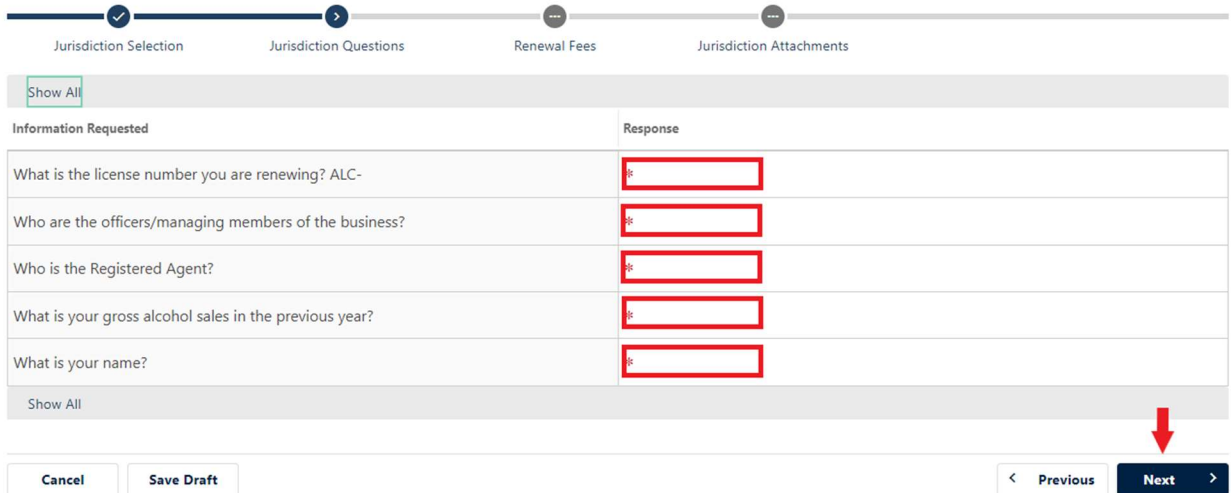
Your local licensing authority has not provided a list of license types issued by this jurisdiction.

Please contact your local jurisdiction

for local license details and payments.

OK

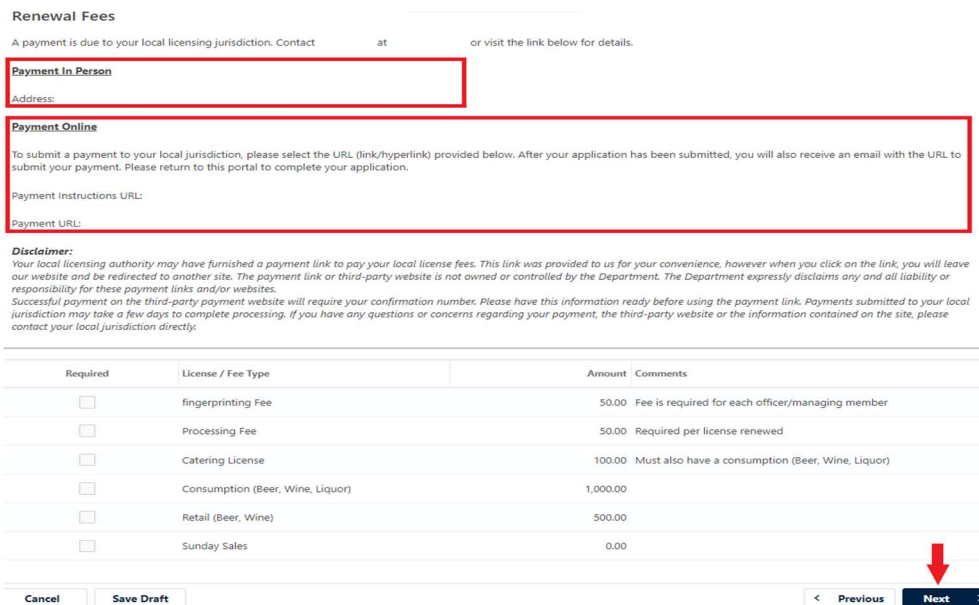
- 6.) Please answer the following questions requested by your local jurisdiction. If your local jurisdiction does not have any additional questions and does not require this step, Select “Next” to continue to the next screen.



Information Requested	Response
What is the license number you are renewing? ALC-	<input type="text"/>
Who are the officers/managing members of the business?	<input type="text"/>
Who is the Registered Agent?	<input type="text"/>
What is your gross alcohol sales in the previous year?	<input type="text"/>
What is your name?	<input type="text"/>

Navigation: [Cancel](#) [Save Draft](#) [Previous](#) [Next](#)

- 7.) The Renewal Fees page provides your local jurisdiction’s payment options and license renewal fees. Payment information is located at the top of the page. The options are payment in person, payment online, or both, as decided by your local jurisdiction. The table at the bottom provides a list of local licensing fees. The fee table is used to calculate the amount due for your renewal application. If payment information is not available, please contact your local jurisdiction for detailed payment instructions.



Renewal Fees

A payment is due to your local licensing jurisdiction. Contact [] at [] or visit the link below for details.

Payment In Person
Address:

Payment Online
To submit a payment to your local jurisdiction, please select the URL (link/hyperlink) provided below. After your application has been submitted, you will also receive an email with the URL to submit your payment. Please return to this portal to complete your application.
Payment Instructions URL:
Payment URL:

Disclaimer:
Your local licensing authority may have furnished a payment link to pay your local license fees. This link was provided to us for your convenience, however when you click on the link, you will leave our website and be redirected to another site. The payment link or third-party website is not owned or controlled by the Department. The Department expressly disclaims any and all liability or responsibility for these payment links and/or websites. Successful payment on the third-party payment website will require your confirmation number. Please have this information ready before using the payment link. Payments submitted to your local jurisdiction may take a few days to complete processing. If you have any questions or concerns regarding your payment, the third-party website or the information contained on the site, please contact your local jurisdiction directly.

Required	License / Fee Type	Amount	Comments
<input type="checkbox"/>	fingerprinting Fee	50.00	Fee is required for each officer/managing member
<input type="checkbox"/>	Processing Fee	50.00	Required per license renewed
<input type="checkbox"/>	Catering License	100.00	Must also have a consumption (Beer, Wine, Liquor)
<input type="checkbox"/>	Consumption (Beer, Wine, Liquor)	1,000.00	
<input type="checkbox"/>	Retail (Beer, Wine)	500.00	
<input type="checkbox"/>	Sunday Sales	0.00	

Navigation: [Cancel](#) [Save Draft](#) [Previous](#) [Next](#)

- 8.) The Jurisdiction Attachments page allows the applicant to upload documentation required by the local jurisdiction. A list of required documents is available at the top of the page. To add an attachment, click on the “Add Attachment” hyperlink, select “Choose File” to upload all applicable documents and include a description of the documents in the “Description” field.

[Manage My Account](#)

Alcohol Local Renewal

Progress bar: Jurisdiction Selection (✓), Jurisdiction Questions (✓), Renewal Fees (✓), Jurisdiction Attachments (●)

Required Attachments
Please attach the following documents:

- Renewal Doc
- test

[Add Attachment](#)

Type	Name	Description	Size
There are no attachments.			

Select a file to attach

Type: Local Required Documentation

Description *

File * Required
 No file chosen

Once you have uploaded all relevant documents, click the “Submit” button.

< Manage My Account

Alcohol Local Renewal

Jurisdiction Selection ✓ Jurisdiction Questions ✓ Renewal Fees ✓ Jurisdiction Attachments >

Required Attachments


Please attach the following documents:

- Renewal Doc
- test

Attachments [Add Attachment](#)

Type	Name	Description	Size
There are no attachments.			

Cancel Save Draft < Previous **Submit**



- 9.) Once you have submitted the renewal application, you will receive a confirmation page to print for your records. Once your local jurisdiction has approved your application, you will receive an approval confirmation at the email address registered to your GTC account.

If you have any additional questions regarding your local license renewal process, please contact your local jurisdiction for additional details.