

# Nebraska Liquor Control Commission

## Licensing News

September 2019

### State Holiday:

State Offices are closed on October 14th.

### Special Designated Licenses Reminders:

Please make sure you are only writing the name of your City OR County name when signing approval Local Recommendation Form #200. We are receiving forms signed by the local governing bodies that have the City and the County name both written. Our office needs to make sure the appropriate local governing body is approving the event.

The applicant should always be using the current forms on the NLCC website. We have tried a different format of Form #200, and we were seeing the same results. Therefore, we have went back to the prior version of the form. The next update of this form will include a revision date, and we will update you in the newsletter that this form was updated.

The non-profit affidavit Form #201 must be newly signed for each application.

### Electronic Delivery of SDL Applications

All SDL licenses are electronically delivered to the local governing body. It is important that the email address associated to the Clerk be correct at the NLCC office. If there are any updates to this email address, please contact Michelle Porter (402)471-2821 at the NLCC office immediately.

53-124.11. Special designated license; issuance; procedure; fee.

(6) A special designated license issued by the commission shall be mailed or delivered electronically to the city, village, or county clerk who shall deliver such license to the licensee upon receipt of any fee or tax imposed by such city, village, or county.

**Transmission to Applicant** — The Clerk may print the issued license and give to the license holder. It is recommended the license be printed in color, although black and white is acceptable.

If the applicant has paid their fees to your office (if applicable), it would be at your discretion if you would allow the license to be electronically sent to the applicant

If the applicant has paid their fees to your office (if applicable), it would be at your discretion if you would allow the license to be electronically sent to the applicant from your office.

SDL Posters packets— will be sent direct to the applicant that requests the posters on the portal application. It is a recommendation (but not required) that your office has available NLCC poster packets . This would save time in mailing of the packets as well as costs. You may request packets from the NLCC office to be sent directly to your office or you may pick up these packets at the NLCC office (if applicable). Please contact Michelle Porter at 402/471-2821 or Mary Beth Olson at 402/471-4893.

## Expedited Approval Process For SDL Caterers

All local governing bodies can create an expedited process for licensed caterers that would normally need to have the SDL application into their office a minimum of 21-days. If the expedited process is used by your local governing body, the deadline would be at least 12-days prior to the event for any emergency applications. This change will not affect the 10-day NLCC rule.

53-124.13. Catering licensee; special designated license; application; procedure; proceeds; violation; penalty.

(2) The holder of the catering license shall file an application seeking a special designated license for the event. The application shall be filed at least twenty-one days prior to the event for which the special designated license is requested unless the local governing body has established an expedited process for such applications, in which case the application shall be filed at least twelve days prior to the event. In addition to the information required by subsection (3) of section 53-124.11, the applicant shall inform the commission of (a) the time of the event, (b) the name of the person or organization requesting the applicant's services, (c) the opening and closing dates of the event, and (d) any other information the commission or local governing body deems necessary. A holder of a catering license shall not cater an event unless such licensee receives a special designated license for the event.