

NEW HAMPSHIRE DRAFTING AND PROCEDURE MANUAL

APPENDIX II-N

NOTICE FOR EXPEDITED REVISIONS TO AGENCY FORMS

Proposed Expedited Revision Number _____ Form Number LIQ-A1

Agency Name & Address: New Hampshire Liquor Commission 50 Storrs Street, Concord, NH	2. RSA Authority: <u>RSA 176:14. VII(b)</u> 3. Federal Authority: _____
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4. Short Title: Initial License Application

5. Explanation of the reason for the proposed readoption with amendment of the form:

The Liquor Commission form LIQ-AI, currently titled “Application” in the January 2020 edition of the form, serves as the initial contact between an applicant for an original liquor license and the Division of Enforcement and Licensing (“Division”) of the Liquor Commission. This form is incorporated by reference in Liq 702.02(a). It is not used for renewals or in any other context.

The revisions are intended to make the form more professional in appearance, easier for an applicant to understand, and to eliminate problems. The purpose of the form is for the applicant to identify themselves, describe what they want to do and select the correct original liquor license. For example, the form has been renamed as the “Initial License Application”. Also, because the current form requests the business name, the revision changes that to registered business name. Some applicants have an informal business name and a registered name. The Division needs the registered name in order to process the application. Also, the layout of the current form in the section titled “Operations Information” focuses on sole proprietors causing corporations and partnerships to believe they do not need to fill out the information required in sections 8-10. The revised form makes clear that all applicants must fill out this section.

6. Contact person for copies and questions about the proposed form:

Name:	Stephen J. Judge	Title:	Business Relations Admr.
	Janet M. Donnelly		Paralegal II
Address:	50 Storrs Street	Phone #:	603 230-7098
	Concord, NH		603-230-7048
	03301	Fax#:	603 271-3758
		E-mail:	Stephen.judge@liquor.nh.gov janet.donnelly@liquor.nh.gov
		TTY/TDD Access: Relay NH 1-800-735-2964 or dial 711 (in NH)	

7. Deadline for submission of materials in writing or in the electronic format specified: September 5, 2023

Fax E-mail Other format (specify):