



SUPPLEMENT TO APPLICATION FOR RETAIL PERMIT (CARRY-OUT INITIAL REQUEST)

State Form 56312 (R / 4-18)
ALCOHOL AND TOBACCO COMMISSION

- INSTRUCTIONS:**
1. Only complete this form if you are requesting carry-out privileges for a retail permit.
 2. Do not complete this form if your retail permit does not qualify for carry-out. See list at the end of the form to determine if your permit type is eligible for carry-out privileges.
 3. Type or print legibly.
 4. Any omission in this form or attachments will result in application being returned.
 5. Include all required financial statements or affidavit of compliance.

FOR OFFICE USE ONLY	
Date received (mm/dd/yy)	
Processor reviewing	
Reviewer	
Permit type	
Permit Number	
Original issue date (mm/dd/yy)	
Subtype:	
<input type="checkbox"/> Gross Retail Income Req.	
<input type="checkbox"/> GF/Exempt	
<input type="checkbox"/> Affidavit of Compliance	
<input type="checkbox"/> No carryout	
Due Date for Initial Report (mm/dd/yy)	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Denied	
Date (mm/dd/yy)	

STEP 1. GENERAL INFORMATION	
Business entity making this application	Contact E-mail
Doing business as (DBA)	Application type: <input type="checkbox"/> New application <input type="checkbox"/> Renewal application <input type="checkbox"/> Transfer application
Business address (number and street, city, state, and ZIP code)	
Mailing address (number and street, city, state, and ZIP code)	
Business Telephone number ()	Permit number (for renewal and transfer applications only)

STEP 2. CHARACTER OF BUSINESS	
1) Please describe in detail the nature of your business at the permit premises, including all business functions at the premises. (Attach additional sheets if necessary. Forms that do not fully describe the business operations will be returned.)	
2) Is the permit location a supermarket, grocery store, or delicatessen that is primarily engaged in the retail sale of a general food line, which may include: a) canned and frozen foods; b) fresh fruits and vegetables; and c) fresh and prepared meats, fish, and poultry? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3) Is the permit location a convenience store or food mart that is primarily engaged in: a) the retail sale of a line of goods that may include milk, bread, soda, and snacks; or b) the retail sale of automotive fuels and the retail sale of a line of goods that may include milk, bread, soda, and snacks? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4) Is the permit location a warehouse club, superstore, supercenter, or general merchandise store that is primarily engaged in the retail sale of a general line of groceries or gourmet foods in combination with general lines of new merchandise, which may include apparel, furniture, and appliances? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5) Is the permit location a specialty or gourmet food store primarily engaged in the retail sale of miscellaneous specialty foods not for immediate consumption and not made on the premises, not including: a) meat, fish, and seafood; b) fruits and vegetables; c) confections, nuts, and popcorn; and d) baked goods? <input type="checkbox"/> Yes <input type="checkbox"/> No	
6) Is a license issued by the State Board of Pharmacy held at the permit location? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered yes to any question in #2 through #6 in Step 2 and you are applying for a new permit or transferring a permit to a new location, you <u>do not</u> qualify for carry-out privileges pursuant to IC 7.1-3-1-1.5.	

STEP 3. REQUEST FOR CARRYOUT PRIVILEGES

(Carry-out privileges may not be requested for permit types that limit sales to on-premises consumption only.)

- 1) Is this request for carry-out privileges for one of the following permit types: *(If you answer yes to any of these, skip to Affidavit of Applicant - Step 4.)*
- a) City market licensed under IC 7.1-3-20-25? Yes No
 - b) Marina licensed under IC 7.1-3-1-25? Yes No
 - c) State park IC 7.1-3-17.8? Yes No
 - d) Golf course? as described in IC 7.1-3-20-13.5 (A)? Yes No
 - e) Hotel as described in IC 7.1-3-20-18 or resort hotel as described in IC 7.1-3-20-21? Yes No
 - f) Restaurant that holds a brewer's permit under IC 7.1-3-2-7(5)? Brewery permit number: _____ Yes No

2) Was the permit originally issued or transferred as to location or ownership before November 1, 2016? *(If yes, skip to Affidavit of Applicant - Step 4.)* Yes No

3) Complete this question for renewal applications (not including renewal applications that checked yes to question #1 or #2 in Step 3):

Do you understand that you may not sell alcoholic beverages for carry-out unless at least sixty percent (60%) of your gross retail income from the sale of alcoholic beverages is derived from the sale of alcoholic beverages for consumption on the licensed premises? *(Please complete the financial statement below.)* Yes No

Instructions for completing financial statement:

1. Enter the date range for the financial statement. Date range should be the one hundred eighty (180) days or six (6) months preceding the date of the application.
2. Provide both the dollar amount and percentage of:
 - a. Gross retail income from alcoholic beverages for on-premises consumption;
 - b. Gross retail income for alcoholic beverages for off-premises consumption (carry-out) *(If you are not currently offering carry-out sales or have no carryout sales please list \$0 under dollar amount and 0 as percentage);* and
 - c. Total retail sales for on-premises and off-premises alcoholic beverages sold. *(Catering alcohol sales should not be included.)*
3. Incomplete financial statements will be returned.
4. Financial statements may be audited by a certified public accountant or verified by the Indiana Department of Revenue.

Financial statement for renewals (not including renewals that checked yes to question #1 or #2 in Step #3)		
Date Range (mm/dd/yy): _____ to _____		
	Total dollar amount	Percentage
Gross retail income from alcoholic beverages for on-premises consumption		
Gross retail income from alcoholic beverages for off-premises consumption		
Total retail sales for alcoholic beverages		100%

- 4) Complete this question for the following:
- a. new applications;
 - b. transfer applications; or
 - c. renewal applications requesting *reinstatement* of carryout privileges.
- a) Do you swear or affirm under penalties of perjury that during the first two (2) years of operations with carry-out privileges at least sixty percent (60%) of your projected gross retail income from the sale of alcoholic beverages will be derived from the sale of alcoholic beverages for consumption on the licensed premises? Yes No
- b) Do you understand that not more than one hundred eighty (180) days after the date the applicant begins or resumes alcoholic beverage sales with carry-out privileges, you shall provide a financial statement with sufficient information to show that during the first one hundred twenty (120) days of business operations with carry-out privileges, at least sixty percent (60%) of gross retail income from all alcoholic beverage sales was derived from sales of alcohol beverages for consumption on the premises)? Yes No

STEP 4. AFFIDAVIT OF APPLICANT

I certify under penalties of perjury that I have reviewed this completed application and that the information contained herein and in any required attachment(s) is true and accurate.

Printed name of applicant	Signature of applicant	Date (mm/dd/yy)
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STEP 5. CONTACT INFORMATION

MAIL COMPLETED FORM:

INDIANA ALCOHOL & TOBACCO COMMISSION
 302 West Washington Street, Room E114
 Indianapolis, Indiana 46204

ADDITIONAL CONTACT INFORMATION

Telephone: 317-232-2430
 Website: www.in.gov/atc/

Unless specifically authorized by statute, no permittee may sell alcohol for carry-out on Sundays.

Wine may be removed from a wine retailer's licensed premises that does not request or does not qualify for carry-out under IC 7.1-3-20-9.5 if:

1. The wine meets the requirements of IC 7.1-3-20-9.6; and
2. The permittee holds a permit type that allows for carry-out.

Retail permit type	Carryout eligible?
Beer retailer	Yes
Wine retailer	Yes
Beer and wine retailer	Yes
Beer, wine, and liquor retailer (210)	Yes
Beer, wine, and liquor retailer (210-1)	No
Beer, wine, and liquor retailer (209)	Yes
Resort hotel	Yes
Hotel	Yes
Dining car	No
Racetrack	No
Social club	No
Fraternal club	No
Temporary beer and wine	No
Municipal Stadium	No
Civic center (other than a marina)	No
Civic center - marina	Yes
Supplemental catering	No
Catering hall	No
Excursion boat	No
Horse track	No
Horse track satellite facility	No
Gaming boat	No
Gaming boat adjacent landsite	No
Gaming site	No
City Market	Beer and wine only
Indiana state fair	No
Airport	No*
Railroad	No*
Riverfront/Historic river vessel	No*
Cultural center	No*
Historic district	No*
Economic redevelopment	No*
Lakefront	No*
Motor sports district	No*
Development district	No
State park permit	Yes
Temporary beer permit for brewer	Yes**

*If the holder of a permit holds both a permit issued under IC 7.1-3-20-16(c) through (l) and a permit for a brewery described in IC 7.1-3-2-7(5) and the permit premises are located on or adjacent one another, the permit holder may sell for carry-out beer manufactured at the brewery.

** Beer may only be carried out in sealed, unopened containers.