



# Anvisningar Tillståndsenheten

## APPLICATION FOR PERMANENT ALCOHOL LICENSE

There are two types of permanent alcohol license

### **Permanent license to sell alcoholic beverages to the public**

This type of alcohol license is often applied for by restaurants that want the possibility of serving alcoholic beverages to their guests all days of the week. Those who manufacture alcoholic beverages from raw materials produced on their own farm can apply for a special license for tastings of these alcoholic beverages at the place of the manufacturing.

### **Permanent license to sell alcoholic beverages to private parties**

This type of license can either apply to specific premises or to catering for private function.

For a party to be considered private, the member register has to be set prior to the event in question. If an unknown person can get a membership at the entrance, or if the event is marketed to the public, it is not a private party. There must also be a common interest or another content-based context uniting the members.

People who work in catering can apply for a license to serve alcoholic beverages as part of their catering activities. Please note that such a license only applies to private parties and that the license holder must notify the licensing unit before each catering event of where the serving of alcoholic beverages is to take place.

### **Basic requirements for being granted a license to serve alcoholic beverages**

The Swedish Alcohol Act sets strict requirements for those who apply for an alcohol license and for the premises where the alcoholic beverages are to be served.

The task of the licensing unit is to investigate whether the provisions of the Alcohol Act have been fulfilled.

#### *Requirements for the applicant:*

In order to be granted an alcohol license, the applicant must be both personally and financially suitable. The licensing unit investigates the applicant's background. In order to be granted an alcohol license, the applicant must, among other things, be free of tax debt and not have a criminal record. The applicant must have turned 20 years old. In addition, there are requirements for the applicant to have knowledge of the Alcohol Act. The applicant must take a test to show their knowledge.

If any of the people with a significant influence over the applying company are registered residents or living in a country other than Sweden, documents to certify the person's eligibility are to be attached to the application. These could be extracts from the criminal records of their home country and documents from their home country's tax authority showing whether they have any tax debt. The person must also show how they have made a living in the last three years, for example through tax returns, salary specifications or similar documents

#### *Requirements for the premises:*

The serving premises shall be suitable from a fire safety perspective. Food options must be offered the whole time alcohol is served. When it comes to permanent licenses to sell alcoholic beverages to the public, the licensed establishment must offer a variety of dishes. The establishment must also have its own kitchen. For permanent licenses to sell alcoholic beverages to private parties, the establishment must not have its own kitchen and the food requirements are lower. If there is an earlier alcohol license for the premises, it must be terminated or recalled before a new one can be issued.

#### **Serving hours**

The normal serving hours for restaurants are between 11:00 and 01:00. For outdoor seating in areas where there is a risk of disturbing the residents, serving hours are approved until no later than 23:00 Sunday–Thursday, and until 01:00 Friday, Saturday and the day before a holiday. For outdoor seating located in a courtyard with nearby residents, the latest permissible serving time is 22:00. Read more in the City of Malmö's guidelines for serving alcohol, at [www.malmo.se/tillstandsenheten](http://www.malmo.se/tillstandsenheten)

#### **Supervisory fee**

Restaurants with a permanent license to sell alcoholic beverages pay an annual supervisory fee. This supervisory fee consists of one fixed and one variable part. More information is available at [www.malmo.se/tillstandsenheten](http://www.malmo.se/tillstandsenheten)

#### **This is how you apply for an alcohol license:**

##### **1. The application can either be made digitally via the licensing unit's e-service, or by submitting the attached form**

Apply via the e-service: <http://malmo.se/Foretagande--jobb/Driva--utveckla-foretag/Tillstand--regler/Serveringstillstand-for-alkohol/E-tjanster.html> or apply by filling out the form. Attach the documents specified below. The application shall be signed by an authorised signatory

##### **2. Pay the application fee**

The application fee of SEK 10,000 is paid into the Sociala resursförvaltningen account 5089-5812. Specify the licensing unit's reference number 8535, the name of the restaurant and what the application refers to on the payment form (or in the message box if you are using online banking).

#### *Exempel*

8535, Restaurang, food and drink, Application for permanent license

##### **3. Send your application to the licensing unit.**

#### **Documents that are to be attached to the application**

The following is a list of the documents that are to be attached with the application.

## **1.Receipt for the paid application fee**

## **2.Certificate of incorporation from the Swedish Companies Registration Office**

A certificate of incorporation from the Swedish Companies Registration Office is to be submitted with the application. If you are applying as a sole trader not registered with the Swedish Companies Registration Office, you are instead to attach a copy of your company's registration with the Swedish Tax Agency.

## **3.Power of attorney**

If you hire representation, attach power of attorney.

## **4.Ownership**

The application is to indicate who the owner(s) of the applicant company is/are.

### *Limited liability company:*

If the applicant is a limited liability company, the ownership is to be verified by a protocol from a shareholders' meeting, share ledger or similar document. The document is to show who owns the shares of the company as well as the share distribution. If the owner is a company, the ownership is to be certified in the same way for this company. If the applicant company is part of a group, an organisation diagram is to be submitted, which clearly shows what companies share the ownership and how large of a share they own. The ownership of the owner company is also to be certified.

### *Special partnership and limited partnership companies:*

If the applicant is a special partnership or limited partnership, the ownership can be certified through a copy of the articles of association showing how the company shares are distributed between owners. If there is no articles of association, the ownership must be certified in another way.

### *Other bolagsengagemang*

All owners, board members and any other representatives shall also report other company commitment. Use Annex 7 if you should report directorships and shareholdings in other companies

## **5.Bill of sale/leasehold agreement**

A bill of sale/leasehold agreement is to be attached to the application.

## **6. Account for funding and proof of expenses**

Use appendices 1 a–c to account for your funding.

The application shall have an appended account of how the applicant has financed the purchase of the operation, start-up costs and other investments. This account shall also show where the capital used came from, and this is to be verified retroactively.

In order to certify the information on your funding, you are to attach documentation. This applies whether the funding used came from a bank loan, private loan or your own funds. Examples of this type of documentation include loan agreements, transaction receipts, account statements etc.

If it is a matter of a private loan, you must state where the lender obtained the funds, for example if the money comes from savings or loans. The national identity number of any private lender is to be stated on the loan document. Private lenders may come to be considered as "people with significant influence", which means that their personal and financial suitability may be investigated.

The funds used for the purchasing sum should be transferred via bank and entered into the applicant company's books. The licensing unit wants to see that the seller has been the final recipient of the payment. You must therefore attach a receipt for the purchasing sum.

## **7. Rental agreement and approval of alcohol service**

A rental agreement for the premises is to be attached. In the event of a second-hand rental agreement, approval from the landlord is required. It should also be apparent that the landlord approves the serving of alcohol during the hours specified in the application.

## **8. Permit from the Police Authority**

If the application refers to outdoor seating in a public place, a permit in accordance with the Public Order Act must be attached. This permit is obtained from the Police Authority.

## **9. Drawings**

Drawings of the premises and possible outdoor seating demarcating the serving area are to be attached to the application. All drawings shall be according to scale and be submitted in A4 format.

The drawings are to depict the entire establishment, i.e. all premises belonging to the operation, including cellar and storage areas. The serving area, i.e. the area where guests are allowed to be with alcoholic beverages, is to be clearly demarcated on the drawings. The serving area may not include smoking areas, toilets, space behind the bar, storage areas, kitchen and staff rooms. It must be clear what space constitutes the dining area, how many seats there are at the tables and how many places for standing at the bar. The drawings shall also show the names of the surrounding streets. In case of catering activities, the drawing is to show the kitchen. In case of a permit for tastings at a place of manufacturing, the drawing is to indicate the manufacturing location. Premises used for the tasting are to be clearly demarcated.

## **10. First-year operating budget**

A first-year operating budget is to be attached. This budget shall specify revenue, costs and results on an annual basis. Use appendix 2.

## **11. Estimated turnover of alcoholic beverages**

"Estimated turnover of alcoholic beverages", appendix 3, is to be filled out and attached to the application. Do an estimation of the amount of alcohol that will be sold in the activities during the first year.

## **12. Knowledge of the Alcohol Act/knowledge test**

One condition of being granted a license to sell alcohol is that the applicant has sufficient knowledge of the Alcohol Act. In order to show their knowledge, the applicant shall take a test.

### *Who is to have knowledge of the Alcohol Act?*

All those with a significant influence who are actively involved in the serving operation shall have knowledge of the Alcohol Act. In smaller limited liability companies, special partnerships and similar operations, at least half of those with a significant influence who are actively involved in the operation shall have knowledge of the Alcohol Act. In larger companies, such as restaurant chains, it may be considered sufficient if the people working in the operational management have knowledge of the Alcohol Act.

Taking the test costs SEK 1,200 each time. A person can take the test a maximum number of three times within the scope of one application. The fee is paid into the Sociala resursförvaltningen bank giro account 5089-5812. Specify the licensing unit's reference number 8535 and state that the fee refers to a knowledge test.

There are certain exceptions from the obligation to take a knowledge test, for example if:

- 1.alcoholic beverages for other premises, and there is no cause to doubt that the applicant has knowledge of the Alcohol Act; or
- 2.the applicant has taken and passed the knowledge test no more than three years prior. Use appendix 4 to indicate another alcohol license/passed knowledge test.

The online knowledge test has been developed by the Public Health Agency of Sweden. The test is taken at the licensing unit's premises. Read more about the test at [www.folkhalsomyndigheten.se/kunskapsprov-om-alkohollagstiftning/](http://www.folkhalsomyndigheten.se/kunskapsprov-om-alkohollagstiftning/)

### **13. Registration of persons responsible for service**

"Registration of persons responsible for service", appendix 5, is to be filled out and attached to the application.

### **14. Menu**

A menu with food and drink selection is to be attached. The menu shall contain starters, main courses and desserts. The drink selection shall include various non-alcoholic beverages. When it comes to tastings at the place of manufacture, there are no requirements to provide food.

### **15. Description of the focus of activities**

This description is to indicate the restaurant's focus during daytime and night-time. It is also to describe the restaurant's target group. It should be specified what opening hours the restaurant is to have and whether there is to be dancing, music performances, and gambling activities. Also state the opening hours and activities for the outdoor area. Use appendix 6.

### **16. Registration of food establishment**

Miljöförvaltningen is the registrar of food establishments, along with a business description for the food establishment, is to be attached in the application. The registration is to be made out to the company applying for a license and not to any previous owners. The telephone number for Miljöförvaltningen is 040-34 20 42.

### **17. Statement from Räddningstjänsten Syd**

Attached to the application, there shall be a statement from Räddningstjänsten Syd (the Fire and Rescue Service) to show that the restaurant premises are suitable in terms of fire safety. The telephone number for Räddningstjänsten Syd is 046-540 46 00.

### **Processing the application**

The licensing unit will refer the matter to the Police and also obtain a statement from the Environmental Department.

The licensing unit will submit a request for information to the Swedish Tax Agency and collect data from the credit agency Creditsafe. When information is obtained about a natural person (private individuals and private firms), special partnership or limited partnership, a reference copy is always sent to the person concerned.

If the application refers to a normal serving hours and the investigation leads to an approval, the decision is made by the licensing unit. If the investigation leads to a rejection of the whole or parts of the application, the investigation will propose a decision to be sent to you, and you will have a possibility to submit any comments you may have. A decision is then made in the case by the Sociala resursförvaltningen advisory committee, who meet once a month.

From the time the application is complete, i.e. when all documents have been submitted, the estimated processing time is two months.

### **Applications are sent to:**

Malmö stad  
Tillståndsenheten  
Arbetsmarkands- och socialförvaltningen  
205 80 Malmö

Other contact information and telephone numbers can be found at [www.malmo.se/tillstandsenheten](http://www.malmo.se/tillstandsenheten)



#### APPLICANT

Name of company	Registrationnumber
Address of the company	Postal code and city
Mobile telephone number	E-mail address
Vid frågor om ansökan vill vi helst bli kontaktade via <input type="checkbox"/> E-mail <input type="checkbox"/> Phone <input type="checkbox"/> Letter	

#### APPLICATION REFERS TO

<input type="checkbox"/> Restaurant	<input type="checkbox"/> Testing at place of manufacture	<input type="checkbox"/> Catering to private party
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#### THE ESTABLISHMENT/PLACE OF MANUFACTURE/CATERING BUSINESS

Name of restaurant	Telephone number of restaurant
Adress of the restaurant	Postal code and city

#### ESTABLISHMENT(not applicable to catering business)

Prenuses xhere alcohol in to be served <input type="checkbox"/> Restaurant premises <input type="checkbox"/> Common dining area <input type="checkbox"/> Outdoor seating area		
Maximum number of people in the premises	Nuner of seats in the table section/dining room	

#### SERVING SCOPE

All year <input type="checkbox"/>	Annually during (fr.o.m – t.o.m.) <input type="checkbox"/> -	During the period (fr.o.m. – t.o.m.) -	<input type="checkbox"/> Room service	<input type="checkbox"/> Intermission
Alcohol to be served <input type="checkbox"/> Strong Beer <input type="checkbox"/> Wine <input type="checkbox"/> Spirits <input type="checkbox"/> Other fermented drinks*			Serving to <input type="checkbox"/> Public <input type="checkbox"/> Private Party	

\*Other fermented alcoholic beverage cider, fruit wines and berry wines

#### SERVING HOURS

The hours when serving begins and ends in the restaurant premises (11.00 – 01.00 unless otherwise stated)
The hours when serving begins and ends in the outdoor area Sunday to Thursday (11.00 – 23.00 unless otherwise stated)
The hours when serving begins and ends in the outdoor area Friday, Saturday and the day before a national holiday (11.00 - 01.00 unless otherwise stated)
The hours when serving begins and ends in the lobby or orther area

#### OTHER INFORMATION

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#### SALES OF TOBACCO PRODUCTS

<input type="checkbox"/> Yes <input type="checkbox"/> No
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#### SIGNATURE

Applican's signature (authorized signatory)	
Clarification of signature	Application date

The information provided in connection to the application will be registered in the licensing agency's data records. Decisions regarding issued licenses, their scope, name of license holder, organization number and address of the licensed establishment will be published on the licensing agency website

**ARBETSMARKNADS- OCH  
SOCIALFÖRVLATNINGEN  
TILLSTÄNDSSENHETEN**  
Fänriksgatan 1  
205 80 Malmö  
Tel. 040-34 10 00  
Org.nr. 212000-1124  
Bankgiro: 5089-5812  
tillstandsenheten@malmo.se  
www.malmo.se/tillstandsenheten



When applying for a license to sell alcohol, all costs are to be accounted for through agreements, receipts and transaction receipts. How the costs have been financed and the source of these funds are to be verified, for example through loan documents and account statements. See item no. 6 of the instructions.

**APPLICANT**

Name of company	Company identity number
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**KOSTNADER**

Appendix, no.

Purchase of restaurant business (purchase sum)		SEK
Purchase of inventory, equipment		SEK
Rent deposit		SEK
Advance payment of rent		SEK
Reconstruction		SEK
Other costs (application fee, representation fee, accounting services)		SEK
Acquisition of storage		SEK
Sum of costs		

**FUNDING State how the costs above have been funded**

Appendix, no.

Liquid funds in the company (1)		SEK
Own savings/investment (owner contribution)		SEK
Additional owner contributions		SEK
Loan from suppliers, advance discounts etc.		SEK
Bank loans		SEK
Private loans		SEK
Assumption of loans/debt		SEK
Other		SEK
Sum		

1) Liquid funds refer to the company's cash and bank assets

**SIGNATURE OF AUTHORISED SIGNATORY**

Signature
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The information provided in connection to the application will be registered in the licensing agency's data records. Decisions regarding issued licenses, their scope, name of license holder, organization number and address of the licensed establishment will be published on the licensing agency's website.

**ARBETSMARKNADS- OCH  
SOCIALFÖRVALTNINGEN  
TILLSTÄNDSSENHETEN**  
Fänriksgatan 1  
205 80 Malmö  
Tel. 040-34 10 00  
Org.nr. 212000-1124  
Bankgiro: 5089-5812  
tillstandsenheten@malmo.se  
www.malmo.se/tillstandsenheten



**In this appendix, supplementary information on funding:**



**BORROWED CAPITAL**

Name of lender
Personal/corporate identity of the lender
Borrowed amount
Date the borrowed amount was received
Date of repayment
Interest rate

**BORROWED CAPITAL**

Name of lender
Personal/corporate identity of the lender
Borrowed amount
Date the borrowed amount was received
Date of repayment
Interest rate

**LÅNAT KAPITAL**

Name of lender
Personal/corporate identity number of the lender
Borrowed amount
Date the borrowed amount was received
Date of repayment
Interest rate



The budget is to refer to the first 12 months with an alcohol licens.

**REVENUE (Sales excl. VAT)**

Alcoholic beverages	SEK
Food	SEK
Entrance fees	SEK
Wardrobe	SEK
Gambling	SEK
Other sales (tobacco etc.)	SEK
	SEK
	SEK
<b>Sum of revenues</b>	SEK

**COSTS (Purchases excl. VAT)**

Alcoholic beverages	SEK
Food	SEK
<b>Sum</b>	SEK
Rent	SEK
Interest	SEK
Salaries (incl. Taxes and social insurance contributions, but not holiday allowance)	SEK
Maintenance	SEK
Other costs	SEK
<b>Sum</b>	SEK
<b>Sum total costs</b>	SEK





In accordance with the Alcohol Act, the municipality is to charge a fee for license applications and supervision.

The supervisor fee consists of one fixed and one variable part, which is based on the sale of licensable beverages. The supervisory fee is debited on an annual basis.

Newly established serving establishments are placed in a fee class in the year the business is started, in accordance with estimated alcohol turnover, and is then debited accordingly. The fee is adjusted in the following year, based on the information provided in the restaurant report.

When transferring an existing business, the person listed as the owner at the time the fee is charged, which happens in the first months of each calendar year, will be charged for the whole year. When the ownership is changed during the calendar year, it is up to the parties to regulate this in connection to the transfer.

**THE ESTABLISHMENT/PLACE OF MANUFACTURE/CATERING BUSINESS**

Name
Address

**Estimator revenue** including VAT for the first operating year (12 months)

Sprits incl. cocktails	Wine incl. spritzers	Beer over 3,5% ABV	Other fermented alcoholic	Beer between 2,25-3,5% ABV (class II)

**SIGNATURE**

Applicant's signature (authorized signatory)	
Clarification of signature	Application date

The information provided in connection to the application will be Registered in the licensing agency's data records. Decisions regarding issued licenses, their scope, name of license holder, organization number and address of the licensed establishment will be published on the licensing agency's website.

**SOCIALA**  
**RESURSFÖRVALTNINGEN**  
**TILLSTÅNDSENHETEN**  
Fänriksgatan 1  
205 80 Malmö  
Tel. 040-34 10 00  
Org.nr. 212000-1124  
Bankgiro: 481-0792  
tillstandsenheten@malmo.se  
www.malmo.se/tillstandsenheten



Specify the identity of the people in the company who have done the Public Health Agency test

**PUBLIC HEALTH AGENCY OF SWEDEN'S KNOWLEDGE TEST**

Namn		Personal identity number
Date of test	Municipality	<input type="checkbox"/> Certificate is attached

Namn		Personal identity number
Date of test	Municipality	<input type="checkbox"/> Certificate is attached

Namn		Personal identity number
Date of test	Municipality	<input type="checkbox"/> Certificate is attached

Indicate if the company has or has had an alcohol license in another municipality

**THE COMPANY CURRENTLY HOLDS A LICENSE TO SELL ALCOHOL**

Name of restaurant	Municipality	<input type="checkbox"/> License certificate attached
Name of restaurant	Municipality	<input type="checkbox"/> License certificate attached

**THE COMPANY HAVE HAD A LICENSE TO SELL ALCOHOL**

Name of restaurant	Municipality	<input type="checkbox"/> License certificate attached
Name of restaurant	Municipality	<input type="checkbox"/> License certificate attached

**SIGNATURE OF AUTHORISED SIGNATORY**

Signature
Clarification of signature

The above information shall be supported by a certificate or permit evidence



**APPLICANT COMPANY**

Name	Company identity number
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**LICENSED PREMISES/FACTORY/CATERING SERVICES**

Name		
Adress	Postal code	City

**STAFF RESPONSIBLE FOR SERVING**

Name	Personal identity number
Name	Personal identity number
Name	Personal identity number
Name	Personal identity number
Name	Personal identity number
Name	Personal identity number
Name	Personal identity number
Name	Personal identity number
Name	Personal identity number

**SIGNATURE**

Applicant's signature (authorized signatory)	
Clarification of signature	Date of registration

**REGISTRERAD AND RECEIVED BY**

Name	Date
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**APPLICABLE SECTION OF LOW 8 kap. 18 § alkohollagen (2010:1622)**

The license holder, or a person appointed by them to be responsible for service, shall supervise the service and be present at the establishment during all serving hours. However, the later does not apply to room service. The person responsible for service must have turned 20 years old and be suited to the task in respect of their personality and the general circumstances. The license holder shall notify the municipality of the person(s) appointed to be responsible for the serving of alcoholic beverages.

Only those hired by the license holder or by a staffing company may be employed as kitchen or service staff or for tasks relating to order and sobriety. However, this does not apply to security guards appointed in accordance with Chapter 2, Section 4 of the Act on Private Security Guards (1980:578). Restaurant schools with an alcohol license and, upon agreement with the school, other restaurants with such a license may hire the students of the restaurant school for educational purposes



### Answer the following questions about your business

#### Establishment (Restaurant, area, club room where the service will take place)

Name of the company	
Address of the company	
Postal code and city	Mobile telephone number

#### What kind of business will you run

<input type="checkbox"/> Pub	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Tasting at the manufacturing place	<input type="checkbox"/> Festival
<input type="checkbox"/> Nightclub	<input type="checkbox"/> Lunch only	<input type="checkbox"/> Catering of food and drinks	<input type="checkbox"/> Other

#### Age limit

What is the minimum age required to enter your establishment?	No minimum age <input type="checkbox"/>
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#### Other information about the business

Are you going to have a wardrobe?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, will you rent it out to another company? If yes, attach an agreement	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will you have entrance host?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will you charge an entrance fee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will you need permission for public dance? If yes, attach a license agreement from the police authority	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will you hire a party planner, event company? If yes, attach a contract with the event company	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will you have gaming machines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will there be indoor speakers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will there be outdoor speakers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Specify whether you will have security guards, if so, indicate how many and if you hire the guards yourself or if you hire a security company. If so, enter the company's name.

Name \_\_\_\_\_ Registration number \_\_\_\_\_

**For permanent business****Describe the business activities**

Describe the restaurant's focus during daytime and night time and which target group your restaurant addresses. State what opening hours the restaurant is to have and whether dancing, music/live music or any other form of entertainment or gambling is to be offered.

Describe the activities for the outdoor seating area, i.e. serving hours, possible music equipment/live music etc.

State the maximum number of people allowed on the premises as well as the number of seats inside and outside.

**For a temporary license****Describe the event**

Describe e.g. Type of event, concert, how tickets will be sold, scene, number of bars, demarcation, hosts, VIP, guest list, ev. partners. Please also indicate eventual Organizer's name.

Also describe how the event will be marketed. State where it is marketed (eg social networking, radio, TV, etc.)

Where and who will be administrating id controls? How will the serving of alcoholic beverages be controlled?

Estimated number of guests:

**How do you intend to handle order and safety**

Make a risk assessment and indicate how you intend to handle these risks?

**Preventive procedures against disturbances**

Describe how you prevent disturbances for local resident in the form of sound or other (for example smell). Describe how you have ensured that, for example, the music keeps an audio level that does not do disturb local residents. Describe how you will handle possible complaints from neighbors to the restaurant.

**Signature**

Applicant's signature (authorized signatory)

Clarification of signature	Application date
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Please list below all owners and board members' commitments, such as shareholding and directorship in other companies

### Ownership in companies other than the state duty company

[illegible]

**Other commitments (board assignments, etc.) in companies other than the licensing company**

[illegible]