



Application Request for the Sale of Alcohol at LAX

(Please allow 2-4 weeks for processing applications in sterile areas. Establishments in non-sterile areas are subject to review and approval by the City Planning Department)

INITIAL CONSULTATION REQUIREMENT	
Applicants must contact LAWA Environmental Planning Staff for an initial consultation, prior to submittal of an application. Please email LAXPlanning@lawa.org to schedule a consultation.	
ESTABLISHMENT INFORMATION	
Establishment Name:	Tenant Lease/Agreement Number:
Establishment Address and Terminal Location:	Unit/Space Number:
Present Use:	Proposed Use:
LAWA Business Relationship Manager	Estimated Start Date for the sale of alcohol:
TENANT INFORMATION	
(Information must match the information supplied to the State of California Department of Alcoholic Beverage Control)	
Business Name:	Authorized Agent:
Address:	City, State & Zip Code:
Phone Number:	Email:
DESIGNATED REPRESENTATIVE – CONTACT INFORMATION	
Business Name:	Authorized Agent:
Address:	City, State & Zip Code:
Phone Number:	Email:

ESTABLISHMENT SPECIFICATIONS		
Application Type: <input type="checkbox"/> New <input type="checkbox"/> Modify existing Conditions <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Relocation	Establishment Type: <input type="checkbox"/> Restaurant/Café/Bar <input type="checkbox"/> Lounge <input type="checkbox"/> Retail <input type="checkbox"/> Other	Location: <input type="checkbox"/> Sterile <input type="checkbox"/> Non-Sterile
Physical Characteristics of the Establishment <ol style="list-style-type: none"> 1. Total square footage of establishment space: 2. Total occupancy load as determined by the Fire Department: 3. Total number of seats being provided within the establishment space: <i>The total seat count must match the Floor Plans seat count (Includes barstools, dining tables that include chairs – any seating area where beverages are consumed).</i> 4. Does the establishment have multiple levels? <input type="checkbox"/> Yes <input type="checkbox"/> No 		
Operation of the Establishment <ol style="list-style-type: none"> 1. Hours of operation of establishment: 2. Hours of sale of alcoholic beverages: 3. Will there be accessory retail uses on the site? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, list general type of items being sold in the “Additional Information” section.</i> <p style="color: red; margin-top: 10px;">Note: The allowable hours for alcoholic beverage sales and dispensing are determined by the State of California.</p>		
Security <ol style="list-style-type: none"> 1. Total number of employees at establishment, at any given time <i>(This number represents the average number of employees working an average shift at the establishment)</i> 		
Food <ol style="list-style-type: none"> 1. Will there be a kitchen within the establishment area? <input type="checkbox"/> Yes <input type="checkbox"/> No 		
On Site Consumption <ol style="list-style-type: none"> 1. Will there be a separate bar or cocktail lounge within the establishment area? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, floor plans must show the details of the cocktail lounge and the separation between the dining and lounge facilities.</i> 		

2. Will off-site sales of alcohol be provided accessory to on-site sales (“Take Out”)?

Yes No

If Yes, a request for off-site sales of alcohol is required as well.

Off Site Consumption

1. Will the establishment have Incidental Off-Site alcohol sales? Yes No

2. Will cups, glasses or other containers be sold which might be used for the consumption of alcohol at the establishment? Yes No

3. Will beer or wine coolers be sold in single cans, or will wine be sold in containers less than 1 liter (750 ml)? Yes No

ADDITIONAL INFORMATION *(Provide a list of general accessories being sold here and/or Off-Site Alcohol Sales)*

PROJECT DESCRIPTION *(Provide a written description the project)*

LAWA CONTACT INFORMATION

If you have any questions, please contact Commercial Development or Environmental Planning.

Address:	Commercial Development 6053 W. Century Blvd. 4 th Floor Los Angeles, CA 90045	Environmental Planning 7301 World Way West 7 th Floor Los Angeles, CA 90045
Phone:	424-646-7200	424-646-5174
Email:	concessionsreporting@lawa.org	LAXPlanning@lawa.org

ATTACHMENTS (STERILE AREAS ONLY)

Please submit the following attachments listed below with this application form.

DRAWINGS

- Floor Plans** are required for all projects. Please label the number of seats on the floor plan and show the location of the signs that show the limits for carrying alcoholic beverages.
- Site Map** showing the location of the proposed project within the terminal.
- Renderings** include any additional drawings and renderings that have been produced.
- Elevations** (areas with multiple levels) must be submitted if the request involves issues regarding height, aesthetics or design elements.

Sample Floor Plan and Elevation instructions are available under the Forms & Processes section of the Department of City Planning website at www.planning.lacity.org

PHOTOGRAPHS

- Color Photograph(s)** of the site is required and keyed to numbers on the accompanying index map.
- Index Map** with arrows and keyed numbers indicating from where and what direction the photos were taken.

MENU

- Menu:** Provide a copy of the food and drink menu.

ATTACHMENTS

- All attachments must be submitted electronically.
- Each attachment must be ≤ 10 MB. Readable PDF preferred.
- Form and electronic files should be submitted via e-mail to LAXPlanning@lawa.org and concessionsreporting@lawa.org

No fees are required for applications within the sterile areas. Approved requests will be issued a Letter of Authorization.

Establishments located in the non-sterile areas at LAX must also apply with the Los Angeles Department of City Planning for the sale of alcohol.

NOTE: THIS IS NOT A REQUEST TO THE STATE OF CALIFORNIA, DEPARTMENT OF ALCOHOL AND BEVERAGE CONTROL (ABC). Tenant/applicant is responsible for applying and meeting ABC's requirements for the sale of alcohol. LAWA will only process requests through the local (City of Los Angeles) approval process.