



**COMMONWEALTH OF KENTUCKY
DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL**

1003 Twilight Trail
Frankfort, Kentucky 40601-8400
502-564-4850 phone
502-564-1442 fax
<http://abc.ky.gov>

DORMANT LICENSE INSTRUCTIONS

804 KAR 4:110 Section 1 (1) states that any retail license under which no business is transacted during a period of ninety (90) days shall be revoked by the ABC Board or surrendered by the licensee. Section 1 (2) of this regulation outlines specific exceptions under which a licensee would qualify for dormancy. These exceptions are listed as follow:

- Act of God
- Casualty
- Acquisition of the premises by any governmental agency through eminent domain
- Acquisition of the premises by any private corporation through eminent domain granted to it
- Failure of a landlord to renew the existing lease
- Court action
- Other verifiable business reason

Section 1 (3) of this regulation requires that all licenses placed in dormancy be renewed upon payment of renewal fees in the same manner as active licenses.

If a licensee closes the business and meets one of the specific exceptions outlined above, the licensee must submit the attached dormancy request form to the Distilled Spirits Administrator. The completed form is the licensee's sworn statement of the reason for discontinuation of the business. Dormancy status may be granted for a period not exceeding up to twelve (12) months. An additional twelve (12) months dormancy period may be granted for good cause shown.

If a licensee closes the business and does not meet any of the specific exceptions outlined above, the Distilled Spirits Administrator must receive, within ninety (90) days of the close of business, an application to transfer the license to a new applicant or to a new location, or the license must be surrendered.



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DORMANCY REQUEST FOR QUOTA RETAIL LICENSE(S)

Pursuant to 804 KAR 4:110, the licensee below asks that Quota Retail license number _____ be placed in dormant status. Understands that if this dormancy is granted, the annual license fee must be paid, and upon the expiration of this dormancy period, if necessary, licensee may request one additional dormancy period.

The licensee requests that the license be granted dormant status for the following reasons (please explain):

1. An act of God or casualty _____

2. Acquisition of the premises by a government agency under Power of eminent domain

3. Acquisition of the premises by a private corporation through granted power of eminent domain

4. Loss of lease through failure of landlord to renew existing lease _____

5. Court action _____

6. Business reason _____

Signature _____

Print Name _____

Mailing Address _____

E-mail _____

Contact Phone _____

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public _____

My Commission Expires _____, 20____ Notary ID# _____



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PLEASE SEND YOUR LICENSE FEE AND DORMANCY REQUEST TO THE KY. DEPT. OF ABC.

REQUEST FOR EXTENSION OF DORMANCY PERIOD

Fee \$ _____

Val. # _____
(for ABC use only)

Pursuant to 804 KAR 4:110 the licensee hereby requests the Department to extend the dormancy period of quota retail license number _____ for an additional twelve (12) months. Said license was originally granted dormancy status on _____ and this will expire on _____. The licensee requests this extension for the following good cause and reason:

The licensee understands that the dormancy extension is granted, the annual license fee must be paid, and upon expiration of the dormancy extension period the quota retail license will become invalid and not in effect.

Signature _____

Print Your Name _____

Address of Premises _____

Current Mailing Address _____

City of _____ State _____ Zip Code _____

County _____

Current Phone Number _____

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