

# Liquor License Renewal Process for Supermarkets in Trinidad and Tobago

## 1. Identify the Appropriate License Type

Supermarkets selling alcoholic beverages must hold the correct type of liquor license, typically a **spirit retailer's licence, wine retailer's licence, or spirit grocer's licence**, depending on the types and quantities of alcohol sold and whether consumption is on or off the premises. These licenses authorise the sale of intoxicating liquor either on or off the premises, in any quantity.

## 2. Renewal Timing: Supermarkets should apply for renewal annually before their current liquor license expires to avoid any penalties or business interruptions.

## 3. Required Documentation for Renewal

Supermarkets must prepare the following for the renewal application:

- Completed renewal application form from the Customs and Excise Division
- Copy of the current liquor license
- Proof of payment of renewal fees
- Police character or clearance certificate for the business and/or license holder
- Tax compliance certificate or proof of tax payments to the Inland Revenue Division
- Commercial approval from the Town and Country Planning Division confirming that the supermarket premises are authorized for liquor sales
- Any additional documents requested by the licensing authority

## 4. Submitting the Renewal Application

Renewal applications for liquor licenses must be submitted to the appropriate Licensing Committee responsible for the district in which the supermarket is located. This committee operates under the Customs and Excise Division within the Ministry of Finance.

## 5. Public Notice and Objections

There may be a requirement for public notification of the renewal, allowing for objections if there are valid concerns regarding the premises or license holder.

## 6. Payment of Fees

Renewal fees must be paid as stipulated by the Inland Revenue Division. Timely payment is essential to prevent fines or possible revocation of the license.

## 7. Issuance of Renewed License

Once the renewal is approved, fees are paid, and any objections resolved, the renewed

liquor license will be issued, permitting the supermarket to continue legally selling alcoholic beverages.

## Key Agencies and Links for Supermarkets

- **Customs and Excise Division, Ministry of Finance**  
Responsible for liquor license issuance and renewals:  
[Applying for a Licence to Sell Intoxicating Liquor](#)
- **Town and Country Planning Division (TCPD)**  
For commercial approval of supermarket premises for liquor sales:  
[Spatial Planning Liquor License Guidelines PDF](#)  
[Commercial Approval Form](#)
- **Inland Revenue Division (IRD)**  
For fee payment and tax compliance:  
[Liquor License Fees Information](#)
- **Liquor Licences Act**  
Governs licensing requirements and legal framework:  
[Liquor Licences Act PDF](#)