

## **COMMON CONSUMPTION AREA PERMIT APPLICATION AND AGREEMENT INSTRUCTIONS**

### **WHO CAN APPLY FOR THIS PERMIT?**

Any Kansas resident, city, county or entity.

### **WHAT CAN I DO WITH THIS PERMIT?**

A permitted Common Consumption Area allows for possession and consumption of alcoholic liquor in accordance with the ordinance or resolution.

### **REQUIREMENTS TO OBTAIN A KANSAS COMMON CONSUMPTION AREA PERMIT**

- A. Common Consumption Area Permit Application and Agreement (ABC-836).
- B. \$100.00 Common Consumption Area Permit Fee.
- C. A copy of the ordinance or resolution authorizing the Common Consumption Area.

### **INSTRUCTIONS TO COMPLETE THE COMMON CONSUMPTION AREA PERMIT APPLICATION AND AGREEMENT (ABC-836):**

1. Permit Type
  - a. New Permit. Check the "New Permit" box if you do not have a Kansas Common Consumption Area Permit or if your Kansas Common Consumption Area Permit has been expired for more than 30 days.
  - b. Renew Permit. Check the "Renew Permit" box to renew your current Kansas Common Consumption Area Permit.
2. Section 1. Complete the Application Information.
3. Section 2. Complete the Common Consumption Area Information.
4. Section 3. Draw a complete diagram of the premises for which you are seeking permit approval or attach your drawing to the ABC-836 form, provided it is not larger than 8½" X 11".
  - a. The are you are seeking permit approval for must comply with the ordinance or resolution.
  - b. The diagram must include the physical barriers or line of demarcation of the Common Consumption Area boundary.
5. Sign and date the Common Consumption Area Permit Application and Agreement form, print your name and title.
6. Complete the attached Common Consumption Area Permit Voucher.
  - a. New Permit. Check the "New Permit" box, enter the name as it appears on the Common Consumption Area Permit Application and Agreement and check the box to indicate your \$100 Permit Fee is attached.
  - b. To Renew Permit. Check the "Renew Permit" box, enter your Common Consumption Area Name, Common Consumption Area Permit Number and check the box to indicate your \$100 Permit Fee is attached.
7. Make your check payable to the "Kansas Department of Revenue".
8. Return the original completed Common Consumption Area Permit Agreement, a copy of the ordinance or resolution, the Request to Participate in a Common Consumption Area (ABC-838) and \$100 Common Consumption Area Permit Fee to the ABC Licensing Unit.

All approved Common Consumption Area Permits are posted to the ABC Active Liquor Licensee Database on the ABC website. To view your permit information, go to: <http://www.kdor.ks.gov/apps/liquorlicensee/Active.aspx>

You may direct your questions to the Licensing Unit at 785-296-7015 or e-mail to [KDOR\\_ABC.Licensing@ks.gov](mailto:KDOR_ABC.Licensing@ks.gov)

Alcoholic Beverage Control  
 109 SW 9<sup>th</sup> Street, 5<sup>th</sup> Floor  
 PO Box 3506  
 Topeka KS 66601-3506



Phone: 785-296-7015  
 Fax: 785-296-7185  
 kdor\_abc.licensing@ks.gov  
[www.ksrevenue.gov/abc.html](http://www.ksrevenue.gov/abc.html)

**COMMON CONSUMPTION AREA PERMIT APPLICATION AND AGREEMENT**

New Permit       Renew Permit

SECTION 1 – APPLICATION INFORMATION:				
Entity Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Organization <input type="checkbox"/> Partnership <input type="checkbox"/> Other: _____				
Organization Name or Individual Applicant Name			FEIN/SSN	
Applicant Contact Person		Phone Number	E-mail Address	
Applicant Mailing Address		City	County	State      Zip Code
Individual Only – Home Street Address		City	County	State      Zip Code
			State	<b>KS</b>
SECTION 2 – COMMON CONSUMPTION AREA INFORMATION:				
<input type="checkbox"/> I have attached a copy of the ordinance or resolution.				
Common Consumption Area DBA Name				
Common Consumption Area Location Address		City	County	State      Zip Code
			State	<b>KS</b>

The above named applicant or organization, does hereby make application for a Common Consumption Area Permit to allow possession and consumption of alcoholic beverages in the designated area. In making this application, the above named Common Consumption Area Permit holder agrees that:

- a. It is liable for violations that occur within the boundaries of the Common Consumption Area. However, licensees within a Common Consumption Area shall be liable for violations of all liquor laws governing the sale and consumption of alcoholic liquor that occurs on the licensee's premises.
- b. It will not allow any person to remove any open container of alcoholic liquor from the boundaries of the Common Consumption Area.
- c. It will abide by all the provisions of the Kansas Liquor Control Act and the Rules and Regulations promulgated thereunder.
- d. It will abide by all the provisions of the ordinance or resolution.
- e. It will display the Common Consumption Area Permit on the permitted premises.

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**SECTION 3 – COMMON CONSUMPTION AREA DIAGRAM:**

Check the appropriate box then in the space below, in ink, draw a sketch of the boundaries for the proposed permitted area where alcoholic liquor will be possessed and consumed. **Architectural drawings are not accepted.**

Check one:     Diagram drawn     8½" X 11" drawing attached



Large empty rectangular area for drawing the common consumption area diagram.

**Under penalties of perjury, I declare the information contained in this document a true, accurate and complete disclosure of information.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

ABC OFFICE USE ONLY:

\$100 Permit Fee    Received Date \_\_\_\_\_ by \_\_\_\_\_