

INSTRUCTIONS FOR THE NON-RETAIL PLANNED OPERATIONS, FORM ABC-259

Item 1 (Applicant Name(s)) – List the name of the applicant. If the applicant is an individual, list first name, middle name (if applicable), then last name. For a general partnership, list the name of each individual partner. For a limited partnership, limited liability company, or a corporation, list the full name of the entity.

Item 2 (License Type(s)) – Enter the type of license(s) desired. If the application is adding an additional license type to an existing licensed premises under the same licensed entity, include only the information for the license type being applied for.

Item 3 (Premises Address) – Enter the street address where the license is to be issued. Do not list a post office box number. If applying for a space within a licensed Type 14 Public Warehouse, the premises address must match the address listed under the Public Warehouse. Do not include space number within warehouse.

Item 4 (Premises – Check all that apply)

- **Office** – Mark this box if you intend, or are required, to have an area at the premises where records will be kept. If line #16 lists the premises address this box must be checked and the office, or area where records will be kept, must be labeled on the diagram.
- **Warehouse (Storage Area)** – Mark this box if you intend to store product at the premises at any time. If line #15 lists the premises address this box must be checked and the storage area must be labeled on the diagram.
- **Production Facility** – Mark this box if you intend to manufacture or produce at the premises. If this box is checked the manufacturing/production area must be labeled on the diagram.
- **Stills: Quantity** – List the number of stills you will be utilizing if you are applying for a license type that requires a still or allows a still. Identify the Distilled Spirits Plant (DSP) area on the diagram.
- **Branch location for storage and/or office only** – Mark this box if this location will only be utilized to store finished product and/or where records will be maintained.
- **Alternating Proprietorship (AP)** – Mark this box if you intend to alternate the manufacturing/production area(s) with a host manufacturer/producer. If this box is checked the alternating areas must be labeled on the diagram, as well as any storage area that the AP will store product in. Storage areas must be physically delineated if the host facility manufactures/produces/stores other types of alcohol not allowed under the AP license type.
 - **Host** – Mark the appropriate box. Note: The premises diagrams (ABC-257) for all licenses involved in the AP must match the host's diagram. All AP diagrams must clearly identify the alternating areas, storage areas, and shared office space. Any tasting room privileges utilized by more than one licensee are subject to joint tasting room conditions.
- **Non-Contiguous Area (CCR 70 - area not attached to the main premises)** – Mark this box if you plan to include a licensed area that is not connected to the main licensed building or cannot be accessed directly from the main building. This is commonly a detached patio, parklet, or similar operation where a consumer must walk through an unlicensed area to get from the main building to a separate licensed area controlled by the applicant/licensee.
- **No Retail** – Mark this box if there is no intention of utilizing retail privileges, including an area for consumers to buy product to-go, if the license type you are applying for allows this privilege.

- **Retail privileges taking place – (Check all that apply)** – Mark this box if retail privileges will be taking place anywhere on the licensed premises, including an area for consumers to buy product to-go, if the license type you are applying for allows this privilege.
- **Joint Tasting Room** – Mark this box if you intend to share a tasting room with licensees that share the same license type or a host facility at an alternating proprietorship that shares the same license type. If this box is checked the joint tasting area must be labeled on the diagram and joint tasting room conditions must be signed.
- **Tasting Room or Tasting Area/Bar** – Mark this box if you intend to have a tasting room or area on the licensed premises. If this box is checked the tasting area must be labeled on the diagram. If you intend to operate a bona fide eating place, checking this box would mean that you are engaging in a separate tasting area within the premises where only their product will be offered/served/sold. The tasting area would need to be physically delineated from the bona fide eating place.
- **Shared Common Area (§ 25607c B&P)** – Mark this box if you intend to manufacturer with a Type 02, 23, and/or 74 license and you plan to share a common consumption area with a licensed Type 02, 23, or 74 manufacturer under a different licensed entity. If this box is checked the shared common area must be labeled on the diagram and all production areas of each license type must be adjacent to the shared common area.
- **Shared Common Area w/Retailers (§ 25607e B&P)** – Mark this box if you are a manufacturer and you intend to share a common licensed area with a minimum of two active retail licensees of the same license type. If this box is checked the shared common licensed area must be labeled on the diagram and the diagram will need to show all retail licensee locations associated with the shared common licensed area.
- **Patio** – Mark this box if you intend to have a patio on the licensed premises.
- **Wine single servings to-go** – Mark this box if you intend to sell sealed single servings of wine to-go. If utilizing the online administrator portal, your confirmation is required online once your license becomes active.
- **Distilled Spirits (cocktails to-go)** – Mark this box if you intend to sell sealed single servings of distilled spirits to-go. If utilizing the online administrator portal, your confirmation is required online once your license becomes active.
- **Restaurant on Premises (check all that apply)** – Mark this box if you intend to operate a bona fide eating place per Section 23038 B&P. If this box is checked then the kitchen and dining area, including any outdoor areas associated with the restaurant, must be labeled on the diagram. If the premises will have multiple license types operating at the premises, only one license type is allowed to operate the kitchen in order to utilize the privileges of operating a bona fide eating establishment.
 - **Food Lessee** – Mark the appropriate box. If you intend to have a food lessee at the licensed premises confirm the food lessee has no direct or indirect interest in a **retail** license. Section 25500 B&P prohibits this interest.
 - **Other licensed interests** – Mark the appropriate box. If the food lessee has interest in any other license type(s), list the license number(s). If they have more than one licensed interest attach a list and write 'see list' on the ABC License # line.
- **Entertainment** – Mark this box if you intend to have entertainment, list the type(s).

Item 5 (Manufacture) – Mark the appropriate box.

Item 6 (Rectify) – Mark the appropriate box.

Item 7 (Import) – Mark the appropriate box.

Item 8 (Wholesale) – Mark the appropriate box.

Item 9 (Sell To) – Mark the appropriate box for the customer you intend to sell to. If the application is for multiple license types, write the license type being utilized next to each box selected.

- **Retailers** – Mark this box if you intend to sell to retailers. If this is a requirement of the license type, i.e., Type 17 or 18, then this box must be marked. Product must be shipped from your licensed premises unless an exception exists. There are no exceptions for beer. It must always ship from the licensed premises.
- **Wholesalers** – Mark this box if you intend to sell to wholesalers. Product must be shipped from your licensed premises unless an exception exists. There are no exceptions for beer. It must always ship from the licensed premises.
- **Manufacturers** – Mark this box if you intend to sell to manufacturers.
- **Rectifiers** – Mark this box if you intend to sell to rectifiers.
- **Consumers** – Mark this box if you intend to sell directly to consumers.
- **Export** – Mark this box if you intend to export product out of California.

Item 10 (Operating Hours) – Only check the box for the days you intend to operate. Enter the time as a two-digit hour, two-digit minute, and indicate whether it's AM or PM, i.e., 09:00 AM.

Item 11 (List any brand name(s) and type(s) of alcohol product you will manufacture/import/distribute/wholesale) – This line must be filled in with the type of alcohol and the brand name you intend to distribute under.

Item 12 (If contracting with a manufacturer to make a custom product to be sold under your brand name list name, address, and license number of manufacturer) – Complete this line if you intend to have a manufacturer create a custom product under a brand name you own and will distribute. The name and license number of the manufacture must be listed.

Item 13 (Suppliers – List name(s) and address(es) of all suppliers of ALCOHOLIC BEVERAGES-Street number and name, city, state, zip code and license #) – Complete this line if you intend to wholesale/distribute product not under your brand name. List all out-of-state suppliers if the Import box was marked (line item #8). If you plan to have a bona-fide eating place, list the wholesaler that is supplying the alcoholic beverages allowed at your premises that are not manufactured by you. Include types of alcohol supplied by wholesaler, you may attach a list if necessary.

Item 14 (Alcoholic Beverages Will Be Shipped to My Customers From – Check all that apply) This line must be filled in unless you are marketing only. Mark the appropriate box.

- **Applied-for premises** – Mark this box if you intend to ship from your licensed premises.

- **Other licensed premises** – Mark this box and list the ABC license number/address if you intend to ship from one of your other licensed premises that holds the same license type you are applying for.
- **Type 14 (Public Warehouse)** – Mark this box and list the ABC license number and premises address of the public warehouse you intend to ship from. Product must be shipped from your licensed premises unless an exception exists. There are no exceptions for beer. It must always ship from the licensed premises.

Item 15 (Alcoholic Beverages Will Be Stored At – Check all that apply) – This line must be filled in unless you are marketing only. Mark the appropriate box. If the Applied-for premises box is marked, then the box for Warehouse must be marked on item line #4 and the storage area must be labeled on the diagram.

- **Applied-for premises** – Mark this box if you intend to store product at your licensed premises.
- **Other licensed premises** – Mark this box and list the ABC license number/address if you intend to store product at one of your licensed premises that holds the same license type you are applying for.
- **Type 14 (Public Warehouse)** – Mark this box and list the ABC license number and premises address of the public warehouse you intend to store product at. Note: product must be shipped from your licensed premises unless an exception exists. There are no exceptions for beer. It must always ship from the licensed premises.

Item 16 (Business Records Will Be Maintained At) – This line must be filled for all license types. Mark the appropriate box. If the Applied-for premises box is marked, then the box for Office must be marked on item line #4 and the area where records will be maintained must be labeled on the diagram.

- **Applied-for premises** – Mark this box if you intend to maintain records at your licensed premises.
- **Other licensed premises** – Mark this box and list the ABC license number/address if you intend to maintain records at another licensed premises that holds the same license type you are applying for.
- **Other premises** – Mark this box if you intend to maintain records at a location other than a licensed premises. Review Section 25752 B&P to determine if this exception applies.

Item 17 (Email Address – If applying for a type 01, 10, 17, 23, or 75 license, provide an email address required for beer price posting purposes) – If you are applying for any of the license types listed above, place the email address you will be using to establish your online beer price posting account. For license types 10 and 17, if you are only working with wine then leave this area blank. An email address will not be required if you do not intend to distribute beer.

Item 18 (Federal basic permit applied for from Alcohol and Tobacco Tax and Trade Bureau-TTB?) – Mark the appropriate box. Please contact the TTB before marking yes or no. You may be required to file additional permits depending on the license type(s) you are applying for.

Item 19 (Registered with California Department of Tax and Fee Administration, Excise Tax Unit?) – Mark the appropriate box. Please contact the CDTFA before marking yes or no. You may be required to file additional permits depending on the license type(s) you are applying for. Registration is required for each license type at a premises. Registration is required for any premises with the following license types, including duplicates: (01,02,03,04,05,07,08,09,10,11,12,13,15,18,19,22,23,24,25,53,55,74,75,82). Any further questions or inquiries need to be directed to CDTFA, PO Box 942879, Sacramento, CA 94279-0088; phone 1 (800) 400-7115; website <https://cdtfa.ca.gov/services/#Register-Renewals>. The license cannot issue until the department receives clearance directly from CDTFA.

Item 20 (If applying for a type 02 winegrower license) – Insert the bonded winery number (BWN) and estimated gallonage of wine to be manufactured. The license will not issue without a copy of the TTB Permit listing the approved bonded number.

Item 21 (If applying for type 22 wineblender license) – Insert the bonded winery cellar number (BWC) and estimated gallonage of wine to be blended. The license will not issue without a copy of the TTB Permit listing the approved bonded number.