



Town of Oyster Bay  
Department of Planning and Development  
Town Hall – 74 Audrey Avenue  
Oyster Bay, New York 11771  
(516) 624-6200  
Fax (516) 624-6240  
[www.oysterbaytown.com](http://www.oysterbaytown.com)

## Application for Place of Assembly License

**All Applications submitted to this Department must include, two (2) sets of floor plans detailing seating arrangements, and egress aisle and exit doors, drawn to scale.**

- 1) Section\_\_\_ Block\_\_\_\_\_ Lot\_\_\_\_\_ Zone\_\_\_ School district\_\_\_ Fire District\_\_\_\_\_
  
- 2) If Existing Place of Assembly: Name License is Presently Under \_\_\_\_\_  
Present License Number \_\_\_\_\_  
Certificate of Occupancy Number \_\_\_\_\_  
Date Issued \_\_\_\_\_
  
- 3) If New or Altered please list: Town of Oyster Bay Building Permit Number \_\_\_\_\_  
Date of Issue \_\_\_\_\_
  
- 4) Proposed Use of Assembly Space: \_\_\_\_\_  
Name of Establishment: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
  
- 5) Name of Corporation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town: \_\_\_\_\_  
Officer of Corp. and Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Place & Date Corp. Organized: \_\_\_\_\_  
If Foreign Corp., has a Certificate of Authority to do Business in this State been obtained?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes; Date \_\_\_\_\_ Registration No. \_\_\_\_\_
  
- 6) Property owners Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
  
- 7) Is the premises occupied under a lease? Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes; Date of Lease \_\_\_\_\_ Expiration Date \_\_\_\_\_

- 8) Has a license under the Alcoholic Beverage Control Law been obtained?  
 Yes\_\_\_\_\_ No\_\_\_\_\_
- If Yes; Name on Licensee\_\_\_\_\_ Date Granted \_\_\_\_\_  
 Number\_\_\_\_\_ Expiration Date \_\_\_\_\_
- If No; Is an Application Pending? Yes\_\_\_\_\_ No\_\_\_\_\_
- If Yes; Name of Applicant\_\_\_\_\_ Date Filed \_\_\_\_\_
- 9) Has a previously granted Town of Oyster Bay License for Place of Assembly ever been suspended revoked or denied? Yes\_\_\_\_\_ No\_\_\_\_\_
- If Yes; Date of Action \_\_\_\_\_ Date of Reinstatement, if so. \_\_\_\_\_  
 Reason or nature of Action \_\_\_\_\_
- 10) Has applicant (if Corporation, it's stock holders, if partnership all partners) ever been convicted of any crime, misdemeanor or violation of any Local Law or Municipal Ordinance? Yes\_\_\_\_\_ No\_\_\_\_\_
- If Yes state nature: \_\_\_\_\_
- Court: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_
- Disposition: \_\_\_\_\_

In consideration of being granted this license hereby applied for, it is agreed that the applicant will comply with the requirements of the Building Division of the Town of Oyster Bay now in force or which may in the future be promulgated for Place of Assembly.

Penalty for falsification: Falsification of any statement made herein may be subject to license suspension or revocation. The owner of this building and the undersigned agree to conform to all applicable laws of the Town of Oyster Bay, County of Nassau and State of New York.

**HAVE BOTH AFFIDAVITS NOTARIZED**

The owner of this building and the undersigned agree to conform to all applicable laws of the Town of Oyster Bay, County of Nassau and State of New York.

Applicant

Owner

<p>State of New York          County of Nassau                      ss:</p> <p>_____ being duly sworn , deposes and says: That he/she resides at _____ in the hamlet of _____ in the state of _____ who is the owner in fee of all that certain lot, piece of land shown on the attached plans, situated, lying and within the unincorporated area of the Town of Oyster Bay, to make application for a License for Place of Assembly in the foregoing application and accompanying plans, and all statements contained therein are true to deponents own knowledge.</p> <p>Address _____          Phone _____</p> <p>(Sign Here) _____</p> <p>Sworn to before me this _____ Day          of _____, 20_____</p> <p>_____          NOTARY PUBLIC</p>	<p>State of New York          County of Nassau                      ss:</p> <p>_____ being duly sworn, deposes and says: That he/she resides at _____ in the hamlet of _____ in the state of _____ who is the owner in fee of all that certain lot, piece of land shown on the attached plans, situated, lying and within the unincorporated area of the Town of Oyster Bay, to make application for a License for Place of Assembly in the foregoing application and accompanying plans, and all statements contained therein are true to deponents own knowledge.</p> <p>Address _____          Phone _____</p> <p>(Sign Here) _____</p> <p>Sworn to before me this _____ Day          of _____, 20_____</p> <p>_____          NOTARY PUBLIC</p>
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