

## LICENSE

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| <b>ALCOHOLIC BEVERAGE</b> |
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**PURPOSE:** To sell alcoholic beverages to the public.

**ZONING:** Allowed in whatever zone the business holding the license is allowed to operate.

**LICENSE NUMBER:** This number is assigned by ABCC and remains with the license for the duration of the license.

**FEES:** Town License Fee..... Differs by type – see schedule of fees  
ABCC Application Fee ... \$200

**EXPIRATION:** December 31<sup>st</sup>.

All license applications must be approved by the Board of Selectmen and the Alcoholic Beverages Control Commission in Boston.

### **APPLICANT INFORMATION SHEET**

A sample of the Applicant Information Sheet for a new license is attached. The list varies in accordance with the application (i.e. new license, transfer, alter premise, etc.). The informational sheet can be found in the computer under:

*The Applicant must go on line at [www.mass.gov/abcc/locallicensing.htm](http://www.mass.gov/abcc/locallicensing.htm), fill out all necessary forms, and bring the completed application into the Selectmen's office - the forms are no longer given out by the Selectmen's office and hand written by the applicant.*

**APPLICATION TIMETABLE**

The following timelines are required under State Statute:

|   |  |
|---|--|
| HEARING AD                                      | MUST BE <b>PUBLISHED IN A NEWSPAPER</b> WITHIN 10 DAYS AFTER RECEIPT OF THE APPLICATION AND AT LEAST 10 DAYS PRIOR TO THE HEARING DATE   |
| PROOF OF ABUTTER NOTIFICATION BY CERTIFIED MAIL | APPLICANT MUST PROVIDE TO THE BOARD THE WHITE MAILING SLIPS AND RETURNED GREEN CARDS NO LATER THAN THE HEARING (ALL WHITE SLIPS MUST BE SUBMITTED AND ANY SIGNED GREEN CARDS RETURNED) |
| SELECTMEN MUST TAKE ACTION                      | WITHIN 30 DAYS FROM THE DATE OF THE APPLICATION  |
| IF APPROVED, FORWARD TO ABCC                    | NO LATER THAN 3 DAYS FROM DATE OF APPROVAL   |
| ISSUE LICENSE                                   | WITHIN SEVEN DAYS OF ABCC APPROVAL NOTIFICATION  |

**HEARING AD**

The ad varies in accordance with the application. The Selectmen place the ad; the applicant pays the Town for the cost of the ad. The check is turned over to the Treasurer for deposit in the “Legal Advertising Revolving Account” and the bill is paid out of this account.

**ABUTTER NOTIFICATION**

The applicant must notify all “directly touching” abutters by certified mail. Attached is a sample of the notice given to the applicant to send out. The applicant must turn in all white mailing slips and any signed green cards no later than the hearing.

The Selectmen have set a policy to notify all abutters within 300 feet. Attached is a sample of the notice sent by the Selectmen to abutters within 300 feet that are not notified by the applicant.

**FORMS**

The Applicant must go on line at [www.mass.gov/abcc/locallicensing.htm](http://www.mass.gov/abcc/locallicensing.htm), fill out all necessary forms, and bring the completed application into the Selectmen’s office - the forms are no longer given out by the Selectmen’s office and hand written by the applicant.

**OPERATING HOURS**

The following hours are in accordance with ABCC regulations:

**Package Store Operating Hours:**

|           |                          |                          |
|-----------|--------------------------|--------------------------|
| by right: | 8:00 a.m. to 11:00 p.m.  | Monday-Saturday          |
|           | 12:00 noon to 11:00 p.m. | Sunday with restrictions |

**Restaurant Operating Hours:**

|               |   |                     |
|---------------|---|---------------------|
| by right      | 11:00 a.m. to 11:00 p.m.                | Monday-Saturday     |
|               | 12:00 noon to 11:00 p.m.                | Sunday              |
| by permission | 1:00 a.m. closing<br>10:00 a.m. opening | Weekdays and Sunday |

**SAFETY INSPECTION CERTIFICATE**

A "Certificate of Inspection" from the Building Inspector and Fire Chief must be submitted to the Selectmen prior to the approval or renewal of any Alcoholic Beverage "Common Victualller (Restaurant)" license - a new license can be approved by the Board contingent upon issuance of the certificate if the applicant is looking for approval prior to beginning construction, etc. - such stipulation would be noted on the Form 43 and the license would not be released until it is provided.

**INSURANCE**

Workers Compensation Insurance is required for all license holders.

All **on-premise licensees** must have **Liquor Liability Insurance** in the amount of \$250,000 for injury to or death of one person and \$500,000 for any one accident resulting in injury to or death of more than one person. Proof of such insurance is required for both new and renewed licenses.

**TIPS TRAINING**

TIPS (Training for Intervention Procedures by Servers) certification is required as follows:

|                     |                                   |
|---------------------|-----------------------------------|
| Package Store ..... | Manager                           |
| Restaurant .....    | Manager and all supervisory staff |

Proof of certification must be on file with the Selectmen's Office. New license holders are given a "grace" period to be certified but must be so certified before the end of the current license period (i.e. license is issued in September; TIPS certification would have to be completed before the license is renewed in December).

**LICENSES**

The License must show the full description of the premise as shown on the Form 43 submitted to ABCC.

APPLICANT INFORMATION SHEET  
ALCOHOLIC BEVERAGE LICENSE  
*NEW LICENSE*

NAME OF BUSINESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF LICENSE \_\_\_\_\_

| DOCUMENTS  | COMMENTS  |
|--|---|
| FORM 43  | <i>GO ON LINE AT <a href="http://WWW.MASS.GOV/ABCC/LOCALLICENSING.HTM">WWW.MASS.GOV/ABCC/LOCALLICENSING.HTM</a>,<br/>FILL OUT ALL NECESSARY FORMS, AND BRING THE COMPLETED APPLICATION<br/>INTO THE SELECTMEN'S OFFICE</i>  |
| FIVE PAGE APPLICATION  |   |
| FORM A   |   |
| \$200 CERTIFIED CHECK  | MAKE CHECK OUT TO ABCC  |
| ARTICLES OF ORGANIZATION                                     | CORPORATION (VERIFY MANAGER, D/B/A & BUSINESS NAME)   |
| VOTE OF CORPORATE BOARD                                      | CORPORATION ONLY (VERIFY MANAGER, D/B/A & BUSINESS NAME)  |
| CERTIFIED ABUTTERS LIST                                      | YOU MUST GET A COPY OF THE LIST FROM THE ASSESSOR'S OFFICE (AND A COPY GIVEN TO THE SELECTMEN). AN ABUTTER IS A PERSON WHOSE PROPERTY DIRECTLY TOUCHES YOUR PROPERTY- NOT SOMEONE ACROSS THE STREET. <b>YOU MUST HAVE THIS LIST <u>BEFORE</u> YOU SUBMIT YOUR APPLICATION TO THE SELECTMEN'S OFFICE.</b>  |
| PUBLIC HEARING /<br>NEWSPAPER AD                             | THE SELECTMEN WILL SCHEDULE A PUBLIC HEARING AND PLACE AN AD IN THE NEWSPAPER; THE COST OF THE AD WILL BE BILLED TO YOU.  |
| PROOF OF ABUTTER<br>NOTIFICATION/AFFIDAVIT                   | YOU MUST NOTIFY EACH PERSON ON THE ABUTTERS LIST OF THE HEARING DATE AND TIME BY CERTIFIED MAIL WITHIN THREE (3) DAYS OF THE AD APPEARING IN THE NEWSPAPER. THE SELECTMEN'S OFFICE WILL LET YOU KNOW WHEN THE AD WILL APPEAR SO YOU CAN MAIL OUT THE NOTICE ON THE RIGHT DATE.<br><br>YOU MUST PROVIDE THE SELECTMEN WITH THE WHITE RECEIPTS AND RETURNED GREEN CARDS NO LATER THAN THE NIGHT OF THE HEARING. |
| AGREEMENTS:<br>PURCHASE AND SALE<br>PROPERTY LEASE/OWNERSHIP | A COPY OF THE PURCHASE AND SALE AGREEMENT FOR THE BUSINESS AND A COPY OF THE PROPERTY LEASE AGREEMENT OR PROOF OF OWNERSHIP MUST BE INCLUDED WITH THE APPLICATION.  |
| FLOOR PLAN DRAWING   | DRAWING SHOWING THE INSIDE LAYOUT OF THE PREMISES   |
| FINANCIAL DOCUMENTS  | THREE MONTHS OF BANK STATEMENTS IN ADDITION TO OTHER INFORMATION LISTED ON FORM 43  |
| OTHER INFORMATION  |   |
| ALLOWED IN ZONE  | CHECK WITH BUILDING INSPECTOR   |
| OCCUPANCY PERMIT   | CHECK WITH BUILDING INSPECTOR   |
| SITE PLAN  | CHECK WITH PLANNING BOARD   |
| PLAN REVIEW / FOOD PERMIT                                    | CHECK WITH BOARD OF HEALTH  |
| BUSINESS CERTIFICATE   | MUST BE FILED WITH TOWN CLERK   |
| TAXES OWED   | CHECK WITH TOWN COLLECTOR   |
| WORKER'S COMP AFFIDAVIT                                      | INSTRUCTIONS ATTACHED   |
| LIQUOR LIABILITY INSURANCE                                   | SEE ATTACHED NOTICE FROM ABCC (ON PREMISE)  |
| TIPS TRAINING  | ALL SUPERVISORY PERSONNEL MUST BE TRAINED IN ALCOHOLIC BEVERAGE SERVING.  |

**ONCE COMPLETED - RETURN TO THE SELECTMEN'S OFFICE**

MASSACHUSETTS DEPARTMENT OF REVENUE  
*REVENUE ENFORCEMENT AND PROTECTION (REAP) ATTESTATION*

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

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\*Signature of Individual or Corporate Name (Mandatory)

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By: Corporate Officer (Mandatory, If Applicable)

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\*\*Social Security # (Voluntary) or Federal Identification Number

\* This license will not be issued unless this certification clause is signed by the applicant

\*\* Will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws Chapter 62C Section 49A.