

# Town of Spencer

*New Alcohol License Application Process - Checklist*  
*Board of Selectmen, Town of Spencer - 157 Main Street, Spencer, MA 01562*  
*Office Hours: Monday-Wednesday from 7:30 a.m. to 4:30 p.m.*

There are three main steps to obtaining approval for an alcohol license:

1. The Local Licensing Authorities (LLA) in the town where the business is located is the granting authority for a restaurant or package store liquor license.
2. Upon approval by the LLA, approval by the Alcoholic Beverages Control Commission (ABCC) is next.
3. Upon approval by the ABCC, the local licensing authority issues the license after payment of the licensing fee.

## **Documents Required by the ABCC:**

Forms are on their website at: <http://www.mass.gov/abcc>

**Please note that the ABCC requires all information on the forms to be typed or it they will not accept the application.**

- Retail Transmittal Form
- \$200 Fee made payable to the Commonwealth of Massachusetts or the ABCC
- Retail Application with:
  - Vote of Corporate Board or LLC
  - Manager's Form
  - Proof of Citizenship for proposed manager (Passport, US birth certificate, Naturalization Papers, Voter Registration)
  - Personal Information Form for all individuals with beneficial interests in the license and proposed license manager
  - CORI Release Form
  - Articles of Organization for Corporation or LLC
  - All financial records, loan agreements, and/or documents for sources of money who are funding more than \$50,000 towards this license transaction
  - Floor Plan
  - Signed lease or documents proving a legal right to occupy premises
- Liquor Liability Insurance: All on-premises MGL c138(12) licensees must provide proof of liquor liability insurance
- Any additional documents as required by the ABCC

## **Documents Required by the Town of Spencer:**

- Zoning Compliance Verification – you must have this signed by the Building Inspector
- Newspaper Notice (Selectmen's Office will handle with this)
- \$75 Fee payable to the Town of Spencer
- Abutter's List & Notification (Selectmen's Office will help with this-applicant pays the cost of which will be calculated when list is created). Note: All persons owning property within a 300-foot radius of the property line of the premises subject to application shall be notified. The Selectmen's office

will mail abutters notices at least ten days before the hearing. Churches, synagogues, hospitals, and public or private elementary or secondary schools located within 500 feet of the premises of a liquor-serving establishment must be notified by registered mail. In all cases, whether the license is protested or not, the licensing authority must determine in writing after the hearing that the premises is not detrimental to the educational and spiritual activities of such school or church, if approving the application.

- Tax attestation form
- Workers' compensation affidavit & Certificate of Insurance for workers compensation (if applicable)
- Current building inspection certificate signed by both Building Inspector and Fire Chief
- Proof of Crowd Manager training
- Proof of Alcohol Server Training Certification for Manager & Servers

The license will be granted upon payment of the license fee.