



## **How to file an Application for a New Alcoholic Beverage License**

The following information is required at the time a new Alcoholic Beverage License application is submitted. Some of this information is required for the Alcohol Beverage Control Commission (ABCC) and some is required by the Town of Rockport Alcohol Rules and Regulations.

### **Requirements of the Alcohol Beverage Control Commission (ABCC)** **All forms Need To Be Completed Online on the ABCC Website**

1. Retail Transmittal Form
2. \$200.00 fee made payable to the Commonwealth of Massachusetts or the ABCC
3. Newspaper notice advertising the public hearing
4. Abutter Notification
5. Retail Application – all done on line including:
  - a. Articles of Organization for Corporation or LLC
  - b. Floor Plan – reduced to an 8.5”x11” paper. Make sure it is complete. Attach a description of premises.
  - c. Signed lease or documents proving a legal right to occupy premises
  - d. Manager’s Form
  - e. Personal Information Form for all individuals with beneficial interests in the license and proposed license manager
  - f. Supporting Financial Records
  - g. CORI Release Form with copy of birth certificate
  - h. All records, loan agreements, documents, as well as affidavits detailing the source(s) of money for this license transaction
  - i. Three (3) months of bank statements confirming the sources of the funds
  - j. Vote of Corporate Board or LLC

**Completed ABCC application needs to be printed out and submitted with the Town of Rockport’s requirements.**

### **Requirements of the Town of Rockport**

1. A \$300.00 check for application fee is due when the application is filed. The check must be made out to “Town of Rockport”.
2. Plan of operation as described in Town of Rockport Alcohol Rules and Regulations.
3. A signed P&S agreement if needed – with all information and disclosure of said sale matching the information on the 7-page liquor application.
4. Lease agreement or letter of intent if applicable – Board wants to know that applicant has permission for use of the premises if they approve the application.
5. Pledge agreements – needed for any pledge of license or stock; pledge may not be to a landlord to guarantee payment of rent and may only be for financing of purchase of license or renovations.
6. Property held by a Trust: Schedule of Beneficial Interest.
7. Either a completed Inholders License or Common Victualler license or application including hours of operation.

8. Menu – Board of Selectmen wants to see that alcohol is not incidental to food.
9. Certificate of Insurance – Liability, Liquor and Workmen’s Compensation.
10. Worker’s Comp Insurance Affidavit.
11. Permit to Operator a Food Establishment (Board of Health).
12. Inspection Certificate (Department of Public Safety).
13. Entertainment License (if necessary).
14. Alcohol Training Certificate(s).
15. Town of Rockport CORI forms with copy of driver’s license/state id or passport

**SUBMITTING APPLICATION:**

- Bring all required paperwork to the Board of Selectmen’s office. The Board of Selectmen is the Local Licensing Authority (LLA) in Rockport.
- Office with date and time stamp application packet and reviews application for completeness. If there are any documents missing, the office will notify applicant that the application is not complete and what is missing.
- Once all paperwork has been submitted, a public hearing will be schedule on a Board of Selectmen’s Agenda and office will notify applicant of the date, time and location of the hearing.
- Office will advertise the public hearing in the newspaper (Gloucester Daily Times) and applicant will reimburse the town for the cost of the advertisement.
- Applicant will then need to notify the abutters of the hearing time, date and location of the public hearing by certified mail. Abutter that need to be notified are listed the ABCC Blue Book regulations. All return certified mail receipts and a signed affidavit of the notification needs to be brought to the Board of Selectmen’s office once all return receipts have been returned.