Town of Douglas
Liquor License
New Application Checklist

The application for a new Liquor License can be found at http://www.mass.gov/abcc/pdf/forms/retailapplication5-25-11.pdf . ABCC requires all applicants to fill out the application online, print off and submit to the Selectmen's Office for processing. The application will be returned if the following documentation is not submitted:

- ☐ **Form 43** – To be filled out by Selectmen's Office.
- ☐ **Retail Transmittal Form**
- ☐ **$200 check** made out to Commonwealth of Massachusetts and/or Alcoholic Beverages Control Commission.
- ☐ **News Paper Notice** at applicant's expense. Bring full page from paper of notice to Board of Selectmen's Office for ABCC. **Must be published within ten (10) days of filing. Hearing shall not be held sooner than 10 (10) days after advertising.** (Selectmen's Office will help with this)
- ☐ Must **notify abutters** by c*ertified mail* at applicant's expense. For purposes of a liquor license application (c138, §15A), an abutter is a person whose property directly touches the proposed premises – not someone across the street. 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* at applicant's expense. The Selectmen's Office will help with this.
- ☐ **Retail Application**
- ☐ **Article of Organization** (if a corporation) as filed with the Massachusetts Secretary of State (must contain the Seal of the Secretary of State).
- ☐ **Floor Plan:** Copy of the blue prints or a hand drawn floor plan (drawn to scale) of the proposed new premises.
- ☐ Signed lease or documents proving a legal right to occupy premises.
- ☐ **Manager's Form**
- ☐ Personal Information Form for all individuals with beneficial interests in the license and supporting Financial Records
- ☐ **Criminal Offender Record** (CORI) Check, per MGL c6, §172 – "CORI Request Form". To be filled out by Selectmen's Office – must present government issued photographic identification.
- ☐ All records, loan agreements, documents, as well as affidavits detailing the

source(s) of money for this license transaction.

- ☐ Three (3) months of bank statements confirming the sources of the funds.
- ☐ Vote of Corporate Board of LLC
- ☐ **Liquor Liability Insurance:** All on-premises MGL c138(12) licensees must provide proof of liquor liability insurance.

For the State of Massachusetts and the Town of Douglas:

- ☐ **Workers Compensation Certificate of Insurance** per MGL c152, §25A. Contact your insurance company and have them fax it to 504-476-4012 attn: Board of Selectmen.
- ☐ **State Workers' Compensation Insurance Affidavit** – Even if your establishment does not require Workers' Compensation this must be filled out.
- ☐ **Fire Inspection Report** – Per Fire Code Compliance Policy for Businesses and All License Holders approved by the Board of Selectmen February 21, 2006. Call the Fire Department @ 508-476-2267
- ☐ **Certificate of Inspection** – Per M.G.L. Chapter 10, §74. Call the Fire Department @ 508-476-2267 and Adelle Reynolds, Building Commissioner @ 508-476-4000 ext. 106 to schedule a joint inspection. (Only if you have on premise services.)
- ☐ **TIP Certifications –** Per the Town of Douglas Training Intervention Program (TIP) Policy a list of names of all TIP Certified employees, name of trainer and training expiration.
- ☐ **Business Certificate** per MGL c110, §5&6; Any person conducting business in the commonwealth <u>under any title other than</u> the real name of the person conducting the business, whether individually or as a partnership, or under the true corporate name. See the Town Clerk.
- ☐ **Emergency Contact Information** to include: Contact name and phone number, hours of operation and whether or not the premises are alarmed.
- ☐ **Check** made out to the Town of Douglas for $_____.

Return checklist and all paperwork to the Selectmen's Office.
Please Note: The Board of Selectmen meet the 1st and 3rd Tuesday of each month. All applications must be reviewed by other Boards / Committees / Departments. The review process will take about two weeks. Once reviewed; the application will be placed on the Board of Selectmen's next agenda.