

# Application Instructions

**Effective immediately**, applications will no longer be filed electronically, and **all applications must be submitted in paper to this office for submission to the ABCC** for ‘New’ licenses, liquor license transfers, or for any changes (amendments) to existing licenses, as a result of the Alcoholic Beverages Control Commission’s decision to suspend the ePlace Portal System. Please contact Mr. (Nick) Nanopoulos at the Office of the Licensing Board prior to preparing an application for a “new” liquor license, a transfer of an existing liquor license, or for filing an amendment (change) to an existing license, so that he may instruct you as to how to proceed in preparing your liquor license applications.

**FAILING TO DO SO MAY RESULT IN YOUR APPLICATION BEING DELAYED FOR APPROVAL.**

Application Must be Filed BY: \_\_\_\_\_ FOR: \_\_\_\_\_ Meeting

## ***Timeliness of Filing:***

Applications for licenses to sell alcoholic beverages or changes thereto, must be e-filed (See Link Below) **at least Sixteen (16) business days prior to a scheduled meeting.**

***Click To Apply For A New License or a Transfer Of An Existing License:***

<https://www.mass.gov/how-to/apply-for-an-alcoholic-beverages-retail-license-via-paper-forms-abcc>

***Click To Apply To Amend An Existing License:***

<https://www.mass.gov/guides/amending-your-alcoholic-beverages-retail-license-abcc>

All required documents and payments that must be submitted to the City of New Bedford Licensing Board, as noted on this page, must be submitted to the Licensing Board Office, **along with the appropriate application that must be filled in online and printed out, and submitted in paper.**

All applications with all the required information and supporting documentation attached, must be deemed complete by the Director of the Licensing Board sixteen (16) business days prior to a scheduled meeting in order to be placed on that month’s agenda. If these deadlines are not met, the application *will not* be placed on that month’s agenda. Instead, it will be placed on the agenda for the following month.

Please note the following terminology that is used within the application:

- “Contacts” – All individuals and organizations that are connected to an Alcoholic Beverages Application are identified as different types of “Contacts.”
  - **Application Contact** (replaces the “Contact Person”): This is the person who is filling out the application and will be contacted with questions regarding the application.
  - **Manager Contact** (replaces the “Manager of Record”): This is the Manager of Record for the licensee or proposed licensee.
  - **Business Contact** (replaces the LICENSEE): The Business Contact section IS the licensee. The name on the business contact should be the name of the licensee. This is generally the corporate name, though it can be a sole proprietor.

- **Beneficial Interest Contacts** (replaces any person or entity with interest in the license or proposed license)
  - **Beneficial Interest – Individual Form** (replaces the Personal Information Form): One Beneficial Interest – Individual Form should be completed for every person with a direct interest (financial or not) in the license/proposed license AND/OR any individual with an indirect interest in the license/proposed license. An indirect interest is defined as having an interest in a parent company, but not directly in the licensee.
  - **Beneficial Interest – Organization Form**: One Beneficial Interest Organization Form should be completed for every organization that has a direct or indirect interest in the license/proposed license

***The Following Must Be Submitted to the Licensing Board Office along with your completed application and required/backup documents. (Please Review Carefully):***

**\$125.00 (New Fee Effective 08/15/16) – Must Be Paid By Check Payable to the *City of New Bedford*. (Required For All Applications)**

**\$190.00 – An Advertisement Fee Must Be Submitted By Check Payable to *the Standard Times*. This payment is required for the following transactions:**

- Transfer of an Existing License
- New Farmer’s Series Pouring Permit
- Altering of Premises (Addition To or Change of Description)
- Change of Premises Location
- Change of Beneficial Interests (New Officers, Directors, & Stockholders)
- Transfer or Issuance of Stock

**DOR Certificate of Good Standing Requirements:** In order to confirm that all licensees and applicants are in compliance with Massachusetts tax laws, a Certificate of Good Standing (“COGS”) from the Massachusetts Department of Revenue will be required for the following transactions submitted to the Local Board beginning **March 1, 2018**:

- Transfer of License ( certificate must be in the currnt/seller license name)
- Change in Beneficial Interest ( **Officers, Directors, Stockholders and/or Transfer of Stock**)
- Pledge of License
- Change of License Class ( Seasonal, Annual)
- Change in License Category ( Wines and Malts, All Alcohol, etc.)
- Change in Entity Name ( certificate must be in the current corporate name)
- Change of Corporate Structure ( certificate must be in the current corporate structure )
- Addition of a Management Agreement
- PLEASE NOTE: a new licensee does not require a COGS

**An applicant can obtain a COGS by visiting the Department of Revenue’s website:**

<https://www.mass.gov/how-to/request-a-certificate-of-good-standing-tax-compliance-or-a-corporate-tax-lien-waiver>.

**Finally, as a reminder, retail applicants should pay al ABCC application and amendment fees online. Proof of payment should be included in the application / amendment packet sent to us. Fees can be paid to the ABCC through our Website: <https://www.mass.gov/epay-for-online-payments-abcc>**



**[Request for Abutters List link](#)** (If required, please contact this office for a copy of the “ad” to mail.) The following transactions require an abutters list with those listed to be notified by “Certified Mail”:

- Transfer of an Existing License (If New Location)
- New Farmer’s Series Pouring Permit
- Altering of Premises (Addition To or Change of Description)
- Change of Location



**[Cori Form Link](#)**

**A CORI is required for all new managers and for all persons who hold a direct or an indirect beneficial interest in a liquor license; Cori must be filled in online and printed out, and must be notarized with a raised seal or appropriate notary stamp; and submitted with a copy of that persons driver’s license or state I.D.**



**[Business Plan Link](#)**

The following transactions require a “Business Plan”:

- Transfer of an Existing License
- New Farmer’s Series Pouring Permit
- Altering of Premises (Addition To or Change of Description)
- Change of License Type
- Change of Location



**[Transfer Agreement Link](#)**

The following transaction requires a “Transfer Agreement”:

- Transfer of an Existing License



**Copy of Your Business Certificate – *May Be Obtained From the City Clerk’s Office o Room 118***  
The following transactions require Business Certificate, if the license name has a d/b/a (Doing Business As):

- Transfer of an Existing License
- New Farmer’s Series Pouring Permit



**\$200.00 – – Must be submitted by E-PAY through EPlace Portal and a copy of the online receipt must printed out and submitted with your application; your application *cannot be released* to the ABCC for consideration without this receipt.**

**ePay for Online Payments**

**<https://www.mass.gov/epay-for-online-payments-abcc>**

Links directly to paybill.com for online payments for license fees and other transactions.