



# Haverhill

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License Commission, Room 118  
4 Summer Street, Haverhill, MA 01830  
Phone: 978-374-2312 Fax: 978-373-8490  
License\_comm@cityofhaverhill.com

## **NEW ALCOHOL APPLICATIONS PACKAGE STORE (SECTION 15) & RESTAURANT/CLUB/ TAVERN/GENERAL ON PREMISES (SECTION 12) LICENSES**

### **APPLICATION PROCEDURE**

1. Go to the Alcoholic Beverages Control Commission (ABCC) website – <https://www.mass.gov/orgs/alcoholic-beverages-control-commission-abcc>
2. Click on “**Alcoholic Beverages Retail Licenses**”
3. Click on “**Apply for an Alcoholic Beverages Retail License (New or Transfer)**”
4. Click on “New Retail License Application”.
5. You must now pay the ABCC online, so click on the EPAY – Pay your bill online either before or after you complete your application. You must supply evidence of the online payment with your application.
6. Complete form on line. The ABCC will not accept handwritten applications. Once complete, print out the application and submit the application *and all required documents*. A check made payable to the City of Haverhill in the amount of \$200.00 together with a check made payable to the City of Haverhill in the amount of \$150.00 for the advertisement fee must accompany the application. The applicant must submit the original application and four copies of the application and all required documents. All documentation must be delivered to the License Commission Clerk, in the Haverhill City Clerk’s Office, Room 118.
7. The applicant should set an appointment with the License Commission Clerk to review the application and supporting documentation as this review can be time consuming. An incomplete application will not be accepted. Please be advised that the application process can be lengthy as the application must be approved by both the License Commission (LLA) and the ABCC.

### **HEARING SCHEDULE**

1. Your application requires an advertisement which must be published **at least 10 days prior** to the meeting. The Haverhill License Commission communicates directly with the Haverhill Gazette/Lawrence Eagle Tribune to submit your advertisement. The License Commission Clerk will draft the advertisement once the completed application and the

required documentation is filed. It is your responsibility to pay the **\$150.00 advertisement fee prior to the advertisement being placed.**

2. Your application will be placed on the agenda for the next meeting for which you have completed all requirements or allowed enough time to do so. It is imperative that a representative of the applicant attend this meeting. The proposed manager must also attend this meeting.
3. ABCC requires a **Mailing to Abutters and Others**. The notice must be *mailed certified mail, return receipt requested within three days of the date of the advertisement* and the certified mail receipts must be supplied to the License Commission Clerk either at or before the hearing. The License Commission Clerk will provide a list of **abutters, schools, churches and hospitals** that abut the property for which you are seeking a license. The property owner is deemed to be an abutter if the applicant does not own the property being licensed in the same name as the licensee. In addition to mailing notification to the listed abutters, the applicant must also mail notice to any tenant of a listed abutter. It is the applicant's responsibility to determine if any of the abutters listed are rental properties and to notify the tenant, if applicable. *Again, this notice is mailed certified mail, return receipt requested.*

## **LICENSE DECISIONS**

1. Any decisions by the License Commission are contingent upon the approval of the ABCC.
2. Upon ABCC's approval and completion of pending requirements the license may issue. All license fees due to the License Commission must be paid in full prior to the issuance of the license.

## **ADDITIONAL REQUIREMENTS FOR SECTION 12 LICENSES:**

In addition to the application and the fees listed above, the following must also be provided before the license can issue:

1. Liquor liability insurance in compliance with MGL chapter 138, section 12 (\$250,000.00/\$500,000.) showing the City of Haverhill as the Certificate Holder
2. Business Inspection by the Fire Department and Health and Inspectional Services (304 Inspection)
3. Copies of the TIPS/Other Alcohol Certifications for each person serving the alcohol
4. Crowd Manager Certification for Nightclubs, Dance Hall, Discotheques and Bars with occupancy limit of 100 or more.
5. Workers Compensation Insurance Affidavit and copy of the Declaration page of the Workers Compensation Insurance must be submitted prior to the license being issued.

6. A business certificate may be required if the applicant is a sole proprietor or a corporation, LLC or LLP doing business in a different name than the corporation, LLC or LLP. This certificate is can be issued by the City Clerk's office, after the applicant obtains a zoning approval form from Health and Inspectional Services. The cost of the Zoning approval form is \$10.00, and the cost of the Business Certificate is \$60.00
7. Payment of all License fees. These fees are available from the License Commission Clerk and are listed on the City of Haverhill website at [http://www.haverhillma.gov/government/city\\_clerk/license\\_commission/](http://www.haverhillma.gov/government/city_clerk/license_commission/).

### **RENEWALS:**

This license is renewal annually and the renewal process must be completed by the end of November each year. Renewal information will be sent from both the ABCC and the License Commission Clerk at renewal time. Failure to renew in a timely fashion will result in non-renewal of the license and require you to begin a new license application if you intend on continuing in business.

### **ADDITIONAL INFORMATION**

If you are opening an establishment that intends to serve food or allow for consumption of food on the premises, you must also apply for a Common Victuallers License. The cost of this license is \$100.00 plus an initial application fee of \$60.00. This license is heard by the License Commission and may be heard at the same time as the Liquor License application. The application and requirements are available from the License Commission Clerk or on-line at <http://www.haverhillma.gov/> either under the License Commission page or the Forms tab. ***This license is in addition to any requirements of the Board of Health and the applicant is responsible for contacting the Board of Health for appropriate licenses from that department.*** This License is renewed annually in December of each year ***regardless of the date*** you receive your license. Renewal information will be sent from the License Commission Clerk at renewal time.

If you are planning on using any form of Entertainment (e.g. television, radio, amplified music, bands) you must apply for an Entertainment License. The cost of this license is \$100.00 plus an initial application fee of \$60.00. This license is also heard by the License Commission and may also be heard at the time of the Liquor License application. The application is available from the License Commission Clerk or on-line at <http://www.haverhillma.gov/> either under the License Commission page or the Forms tab. This License is renewed annually in December of each year, ***regardless of the date*** you receive your license. Renewal information will be sent from the License Commission Clerk at renewal time.

**NOTE:** If the Common Victuallers License and the Entertainment License are applied for and heard at the same meeting as the Liquor License application, then the application fee for these licenses will be included in the \$200.00 application fee.

Outdoor dining may be an option for your establishment. This is a seasonal permit which runs from March 1<sup>st</sup> to October 31<sup>st</sup>. Please speak with the License Commission Clerk to determine if this option is available and to obtain the application and requirements. **NOTE: THE ABCC MUST APPROVE ANY OUTDOOR DINING AREA SO IT MUST BE INCLUDED IN THE ORIGINAL APPLICATION.** If this is an option you wish to pursue at a later date, an alteration of premises application will need to be submitted to both the License Commission and the ABCC.

Please call the License Commission Clerk at 978-420-3623 or 978-374-2312 should you have any questions or concerns. For questions regarding the application process specifically or materials required, please contact ABCC at 617-727-3040.

# CITY OF HAVERHILL ALCOHOL APPLICATION

APPLICANT (INDIVIDUAL, CORPORATE OR LLC/LLP NAME): \_\_\_\_\_

APPLICANT'S D/B/A: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

APPLICANT'S TELEPHONE NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

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TYPE OF LICENSE:

SECTION 12 – RESTAURANT/GENERAL ON PREMISES/CLUB/VETERANS  
CLUB/HOTEL/CONTINUING CARE RETIREMENT COMMUNITY/HOTEL/FARMER SERIES POURING  
PERMIT (CIRCLE ONE) – NEW \_\_\_\_\_ TRANSFER \_\_\_\_\_

ALL ALCOHOL \_\_\_\_\_ WINES AND MALT \_\_\_\_\_ WINES, MALT AND CORDIALS \_\_\_\_\_

SECTION 15 – PACKAGE STORE – NEW (CURRENTLY UNAVAILABLE) TRANSFER \_\_\_\_\_

ALL ALCOHOL \_\_\_\_\_ WINES AND MALT \_\_\_\_\_ WINES, MALT AND CORDIALS \_\_\_\_\_

LOCATION OF ESTABLISHMENT: \_\_\_\_\_

APPLICATION FEE: \$200.00 \_\_\_\_\_ ADVERTISEMENT FEE: \$150.00 \_\_\_\_\_

HOURS OF OPERATION:

	OPEN:	CLOSE:
SUNDAY:	_____	_____
MONDAY:	_____	_____
TUESDAY:	_____	_____
WEDNESDAY:	_____	_____
THURSDAY:	_____	_____
FRIDAY:	_____	_____
SATURDAY:	_____	_____