



Haverhill

License Commission, Room 118
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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. Scroll to bottom of page and click on “**Apply for an Alcoholic Beverages License (ABCC)**”
3. Scroll down and click on “**Apply for an Alcoholic Beverages Local Retail License (ABCC)**”
4. Under the list of cities and towns, click on Haverhill.
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.

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 sufficient time to do so.
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 on or before the hearing. The License Commission Clerk will provide a list of **abutters, schools, churches and hospitals** that about the property for which you are seeking a license.

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.

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, 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.ci.haverhill.ma.us/>. ***This license is in addition to any requirements of the Board of Health.*** 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.ci.haverhill.ma.us/>. 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 1st to October 31st. 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 additional 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.