



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 – www.mass.gov.abcc
2. Click on the center tab on the top row “**Forms & Applications**”
3. Click on the third tab “**Retail Forms**”
4. Select “**Application for New Retail License**”
5. Complete form on line (The ABCC is no longer accepting handwritten applications) and submit all materials along with \$200.00 License Commission Application Fee made payable to the City of Haverhill and \$200.00 ABCC application fee to the License Commission Clerk, Haverhill City Clerk’s Office, Room 118. Be sure to include **all** items on both the checklist and the list of attachments at the end of the application.
6. Each officer, director, LLC manager and the proposed manager of the premises must submit evidence of Citizenship. The only acceptable evidence is a birth certificate or a copy of a passport. These documents must accompany the application.
7. If you are occupying the premises under a lease and there is a guarantor of the lease, that person must be listed in Section 10 of the application and a personal information sheet must be filled out for that person.
8. You **MUST** submit 4 copies of complete application and all materials to the License Commission Clerk or you may choose to pay for copies at 20 cents per page due at the time of submission.

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. Please submit a draft of your advertisement with your application and the **\$150.00 advertisement fee**.

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 an **Affidavit of Notice of Mailing to Abutters and Others**. An affidavit is included in your application packet downloaded from the ABCC website.
 - a. Follow the instructions at the bottom of the Affidavit
 - b. Visit the Assessor's Office at City Hall (Room 115) to perform a self-conducted search of **abutters, schools, churches and hospitals** that abut the property for which you are seeking a license.
 - c. Return the affidavit, a "cut-out" or copy of the actual newspaper ad and all return registered receipts to the License Commission Clerk on or before the date of the License Commission meeting at which you are scheduled to be heard.

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 (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 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 Victualler's 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 Victualler's 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 of concerns. For questions regarding the application process specifically or materials required, please contact ABCC at 617-727-3040.