



TOWN OF SPENCER, MASSACHUSETTS  
CHECKLIST FOR APPLICATION FOR  
TRANSFER OF ALCOHOLIC LICENSE

**Documents Required by the ABCC:**

A checklist and required forms are on their website at: <https://www.mass.gov/how-to/apply-for-an-alcoholic-beverages-retail-license-new-or-transfer>

**Please note:** the ABCC requires their forms to be typed online. After you complete the application, print a hard copy and deliver with all required documents to the Selectmen's Office.

You will be provided with a hearing date to appear before the Board of Selectmen for approval. Upon approval, your application will be forwarded to the Alcoholic Beverages Control Commission for final approval.

Upon approval by the ABCC, the Local Licensing Authority issues the license after all paperwork is complete and payment of the licensing fee is received.

**Documents Required by the Town of Spencer:**

- Zoning Compliance Verification form– must be signed by the Building Inspector
- Tax attestation form
- Workers Comp affidavit
- A Certificate of Insurance for workers compensation (if applicable) and for the mandatory liquor liability insurance coverage as required by the ABCC beginning August 26, 2010 (§12 applicants only).
- Current building inspection certificate signed by the Building inspector and Fire Chief
- Alcohol server training certification (TIPS) for manager and all servers
- Newspaper Legal Notice - \$75 fee payable to the Town of Spencer (Selectmen's Office will place the Ad; abutter notification not required for a Transfer of License).