

Town of Spencer

New Alcohol License Application Process - Checklist Board of Selectmen, Town of Spencer - 157 Main Street, Spencer, MA 01562

There are three main steps to obtaining approval for an alcohol license:

1. The Local Licensing Authority (LLA), (in Spencer this is the Board of Selectmen) where the business is located is the granting authority for a liquor license.
2. Upon approval by the LLA, the next step is approval by the Alcoholic Beverages Control Commission (ABCC).
3. 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 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.

Documents Required by the Town of Spencer:

- Zoning Compliance Verification form– must be signed by the Building Inspector
- Tax attestation form
- Workers Comp affidavit
- Certificate of Insurance
- 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's List - \$25 fee and Certified Mailing to abutters (Selectmen's Office will help with this; applicant pays the cost of mailing which is calculated when list is created). Note: All persons owning property within a 300-foot radius of the property line of the premises subject to application shall be notified. Abutters notices must be mailed at least ten days before the hearing. Churches, synagogues, hospitals, and public or private elementary or secondary schools located within 500 feet of the premises of a liquor-serving establishment must be notified by registered mail.

In addition to the above Alcohol Pouring Licensees are required to submit the following after approval of the License:

1. On-premises/Pouring Licenses: \$1 million dollar liquor liability Insurance: MGL c138(12) & certificate of insurance.
2. On-premises/pouring licenses only: Certificate of Inspection signed by the Building Inspector & Fire Chief
3. On-premises/Pouring Licenses Only: Proof of Crowd Manager Training for facilities with an occupancy of over 100 people