



## **LIQUOR LICENSE**

### **NEW LICENSE/TRANSFER OF EXISTING RETAIL LICENSE**

#### **ABCC REQUIREMENTS:**

1. Visit the ABCC website [www.mass.gov/abcc](http://www.mass.gov/abcc) for [New Retail License Application](#) or [Transfer Retail License Application](#) and list of required documents
2. [Monetary Transmittal Form](#) with \$200 Fee – As of November 19, 2017, **the ABCC will no longer accept paper checks as payment for applications & permits.** Payments must be made **online** by using either a personal or business check (ACH). Once your online payment is completed, you must print the confirmation receipt and then include that receipt with your application to the Local License Authority (Town of Walpole).

#### **TOWN OF WALPOLE REQUIREMENTS:**

1. Completed online application via Viewpoint Portal:  
<https://walpolema.viewpointcloud.com/categories/1080>
2. **\$100.00** paid online check made payable to the **Town of Walpole**  
**\$60.00** check made payable to **Hometown Weekly** - for the Advertisement
3. [Advertisement](#) is handled by the Select Board's Office and is paid for by the Applicant. All abutters are notified by the Applicant via Certified Mail, return receipt is requested. These return receipts are to be submitted to the Selectmen's Office not later than the date preceding the hearing.
4. If the applicant is a partnership, a copy of the partnership must be included.
5. 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 certified mail. In all cases, whether the license is protested or not, the licensing authority must determine in writing after the hearing that the premises is not detrimental to the educational and spiritual activities of such school or church, if approving the application.
6. [Certificate of Liability Insurance](#) ( showing the policy number and expiration date for both Worker's Comp and Liquor Liability) will be required before the license can be issued.
7. Civil fingerprinting through the Police Department and TIPS Certificate for the Manager of Record will be required prior to issuance.

**Please note that the ABCC will NOT accept hand written documents**