

## LIQUOR

### ALTERATION OF PREMISES - REQUIREMENTS

**"Alteration" means any increase or decrease in the size, change in the character of the licensed premises or changes in the entrance/exit locations. (Outdoor Dining - separate document)**

#### **Applicant is referred to the Building Inspector and Board of Health**

1. The application is on line at [www.mass.gov/abcc](http://www.mass.gov/abcc). Please fill it out, print it out and submit to the Board of Selectmen's office.
2. \$200.00 **certified check** or money order made payable to the Commonwealth of Massachusetts and/or Alcoholic Beverages Control Commission or you may pay on line during the application process.  
\$100.00 check to the Town of Walpole  
\$55.00 check to the Walpole Times for advertisement.
3. Vote of the Board of Directors (if a corporation) authorizing the changes.
4. Advertised in local newspaper.
5. Blue prints or hand drawn floor plan (drawn to scale) of the new location or alteration
6. Churches, synagogues, hospitals and public or private elementary or secondary schools located within 500 ft of the premises of a liquor-serving establishment must be notified by registered 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.
7. Must notify abutters by Certified Mail. For purposes of liquor license applications (Ch. 138. sec. 15A), an abutter is a person whose property directly touches the proposed premises - not someone across the street. A sample Affidavit of Notice of Mailing to abutters and other has been included for use by LLA in fulfilling their statutory obligations relative to proper notice.
8. Documents showing applicant has legal right to occupy premises identified in the application e.g. lease.
9. Compliance with Outdoor Dining Regulations (if applicable)

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**TOWN OF WALPOLE  
REQUEST FOR ABUTTERS LIST**

To: Board of Assessors

I request an Abutters List (Direct Abutters) for the Board of Selectmen

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Location of Property \_\_\_\_\_

Parcel ID of Locus: \_\_\_\_\_

I understand that I am to pay a Fee of \$1.50 per abutter to the Board of Assessors for this list.

The following items are included with this package:

- Abutters Request Form
- Abutters List
- 2 Sets of Mailing Labels

## **LIQUOR**

### **OUTDOOR DINING/PATIO REGULATIONS**

#### **EXTENSION OF PREMISES**

1. Alcoholic beverages cannot be served outside a licensed establishment unless and until an application to extend the licensed premises has been approved.
2. An application to extend the premises must describe the area in detail: dimensions, number of tables and chairs, occupancy figures for inside area and outside area, bars, if any, etc.
3. It is essential that the licensee have control of the area in order to preclude service to underage persons, to intoxicated persons, etc. The premises must be enclosed by a fence, rope or other means to prevent patrons or members of the public from wandering in and out.
4. The outdoor area must be contiguous to the licensed premises and the licensee should have a view of the outside premises from inside. Egress from the inside to the outside must be clearly established. This will assure safe, uninterrupted service of alcoholic beverages.
5. The outdoor area must have adequate exits in case of emergency.
6. The licensing authorities should consider the type of neighborhood and the potential for noise in the environs.
7. Preferred are outdoor areas where alcoholic is served to patrons who are seated at tables and where food is also available.
8. Smoking is allowed in outdoor areas if the outdoor space is physically separated from the enclosed workplace and smoke does not migrate into the enclosed workplace.

Adopted by BOS 4/22/08