



LIQUOR

Alteration of Premises/Change of Location:

File this amendment to your license if your business has a new address or you implemented a change in its physical structure (e.g., renovations). (*Outdoor Dining – Separate Document*) Applicant should be referred to the Building Inspector and Board of Health

ABCC REQUIREMENTS:

These forms are available on the ABCC website: www.mass.gov/abcc or by clicking the links below

1. [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).
2. [Alteration of Premises/Change of Location Application](#) must be filled out, printed and submitted as part of your application via Viewpoint.
3. Vote of the Corporate Board: *Include a corporate vote to apply for an alteration of premises or change of location, signed by an authorized signatory for the entity*
4. Supporting Financial Records: For any single contribution of \$50,000 or greater
5. Floor Plan: Detailed Floor Plan showing square footage, entrances and exits and rooms
6. Legal Right to Occupy: This is either a lease or deed
7. Abutter Notification - Abutters must be notified 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. **The Abutters List Application is included in this packet and must be submitted to the Assessor's Office for processing by the applicant.**
8. Newspaper Notice – Advertised in the Hometown Weekly (Select Board's Office prepares)

TOWN OF WALPOLE REQUIREMENTS:

1. Completed online application via Viewpoint Portal:
<https://walpolema.viewpointcloud.com/categories/1080/record-types/1006589>
2. **\$100.00** paid online or check made payable to the **Town of Walpole**
\$60.00 Check made payable to the **Hometown Weekly** (for the Newspaper Notice)
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 no later than the date preceding the hearing.
4. 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 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.**
5. [Workers' Compensation](#) is to be filled out and a copy of Workers' Compensation Policy declaration page.



**** Please note that the ABCC will not accept hand written documents & The Select Board's office will only accept complete applications ****

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Outdoor Dining/Patio Regulations Extension of Premises

1. Alcoholic beverages cannot be served outside a licensed establishment unless and until an application for Alteration of Premises has been approved
2. An application for an Alteration of Premises must describe the area in detail: i.e. 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 prohibit service to underage patrons and to intoxicated individuals, 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 adjacent 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 surrounding area
7. Preferred are outdoor areas where alcohol is served to patrons who are seated at tables and where food is also available
8. Smoking is permitted in outdoor areas only if the outdoor space is physically separated from the enclosed workplace and smoke does not migrate into the enclosed workplace
9. Compliance with Outdoor Dining Regulations