



LIQUOR

Amending your License Classification

License Category: *Changing your license category concerns noting what types of alcohol you sell (e.g., wines & malts vs. cordials vs. all alcohol)*

License Class: *Amendments toward your license class concern sales of alcohol products moving from a seasonal to an annual basis, or vice versa*

License Type: *Changing your license type involves noting whether you are a restaurant that sells alcohol or a general business on premises*

ABCC REQUIREMENTS:

1. Visit the ABCC website www.mass.gov/abcc for the [Change of License Classification 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:

- Completed online application via Viewpoint Portal:
<https://walpolema.viewpointcloud.com/categories/1080/record-types/1006589>
- **\$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)
- Advertisement is handled by the Selectmen's office and is paid for by the Applicant.
- Abutters Notification (**for Change of Category and Change of Class only**) 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.
- [Workers' Compensation](#) is to be filled out and a copy of Workers' Compensation Policy declaration page .
- Certificate of Liability Insurance (showing the policy number and expiration date for both Workers Comp and Liquor Liability)

Please note that the ABCC will NOT accept hand written documents and the Selectmen's Office will only accept complete applications