

# ***CITY OF BROCKTON LICENSE COMMISSION***

*City Hall, 45 School Street  
Brockton, Massachusetts 02301  
Tel: (508) 580-7805 Fax: (508) 941-0204*

## **INSTRUCTIONS**

### **APPLICATION FOR LICENSE TO SELL ALCOHOLIC BEVERAGES**

1. Zoning Board Approval (New Location)
2. Taxes on Property paid (Information will be verified)
3. ABCC Website – [mass.gov/abcc](http://mass.gov/abcc) (Forms and Applications)
4. Detailed Floor Plan drawn to scale
5. Common Victualer application (Restaurant, Innholder)
8. Entertainment application (Restaurant, G.O.P., Hotel, Club)
9. Tax Attestation (City of Brockton and Dept. of Revenue)
10. Worker's Compensation Insurance Affidavit
12. **A. Corporation must furnish the following:**
  1. Vote of Board authorizing application
  2. Certified copy of Articles of Organization
  3. Birth Certificate/Naturalization Papers (Manager)
  4. Business Certificate (if applicable) once local approval received
- B. Individual/Partnership must furnish the following:**
  1. Birth Certificate/Naturalization Papers
  2. Business Certificate once local approval received
13. \$100 Filing Fee in the form of a check made payable to the City of Brockton.
14. Legal ad will be prepared by License Commission office and must be published by the applicant at applicant's expense. Publication must be in newspaper at least ten (10) days prior to the meeting date. Only one publication is required.
15. Copy of newspaper legal sent to direct abutters (Abutter information may be obtained from the Assessors Office at City Hall) by certified mail (return receipt requested) within three (3) days **after** publication. In addition, if a school, church/synagogue or hospital is located within a radius of 500 feet of proposed location, such school, church/synagogue or hospital

must also be notified by certified mail and the notice shall indicate the necessity of a written objection to prevent issuance. (See M.G.L. Chapter 138, Section 15A)

**16.** A copy of legal ad attached to affidavit and certified mail receipts must be returned to License Commission office prior to the hearing date.

**17.** If on premise license, location must be inspected and approved by the following City Departments and applicant is responsible for obtaining inspection forms from License Commission office and contacting each department to make arrangements for inspections:

**Fire Prevention 583-2933**  
**Building Dept. 580-7150**

**Board of Health 580-7175**  
**Insp. of Wires 580-7146**

- **All Section 12 licensees are required to submit a valid Certificate of Inspection signed by both the Supt. of Buildings and Fire Department**
- **All Section 12 licensees are required to submit Liquor Liability Insurance (See Attached)**

**19.** \$200 fee payable electronically to the Alcoholic Beverages Control Commission- on their website [www.mass.gov/abcc](http://www.mass.gov/abcc) Receipt must be submitted with the application.

**\*\*\*\*\* ITEMS 1 THROUGH 13 MUST BE COMPLETED AND SUBMITTED AT LEAST FOURTEEN (14) BUSINESS DAYS PRIOR TO MEETING DATE IN ORDER TO BE SCHEDULED.**

**Additional Information Required If Applicable:**

**Section 12 Licenses-** If applicant is requesting a 2:00 a.m. closing on Thursdays, Fridays, Saturdays and eves of legal holidays, a separate request must be made in the form of a letter.

**Automatic Amusement Device License-** If you intend to apply for a coin-operated games, a separate instruction sheet along with applications will be provided.

**Pledge of License and/or Stock of Corporation-**separate Vote/Request must be submitted along with financial information as well as terms of pledge and forms on ABCC website.