

**CITY OF BROCKTON
LICENSE COMMISSION**

*City Hall, 45 School Street
Brockton, Massachusetts 02301
Tel: (508) 580-7805 Fax: (508) 897-6806*

INSTRUCTIONS
APPLICATION FOR LICENSE TO SELL ALCOHOLIC BEVERAGES

1. Zoning Board Approval (New Location).
2. Taxes on Property paid (Information will be verified with Tax Collector)
3. ABCC Website- mass.gov/abcc (Forms and Applications)
4. Detailed Floor Plan, drawn to scale.
5. Common Victualer application (Restaurant, Innholder)
6. Entertainment application (Restaurant, G.O.P., Hotel, Club)
7. Tax Attestation (City of Brockton and Department of Revenue)
8. Worker's Compensation Insurance Affidavit
9. **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
10. Non-refundable \$100 filing fee in the form of a check made payable to the City of Brockton.

11. Legal Ad will be prepared by License Commission office and must be published by the applicant at the applicant's expense. Publication must be in newspaper at least (10) days prior to the meeting date. Only one publication is required.
12. 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.**)
13. A copy of legal ad attached to affidavit and certified mail receipts must be returned to License Commission office prior to the hearing date.
14. \$200 fee payable electronically to the Alcoholic Beverages Control Commission- on their website www.mass.gov/abcc Receipt must be submitted with the application.
15. If on premises 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.

Building Dept. (508) 580-7150
Fire Prevention (508) 583-2933

Board of Health (508) 580-7175
Insp. Of Wires (508) 580-7146

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

***** ITEMS 1 THROUGH 14 MUST BE COMPLETED AND SUBMITTED FOURTEEN (14) BUSINESS DAYS PRIOR TO MEETING DATE.**

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 on applying for a coin-operated games, a separate instruction sheet along with application 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 from ABCC website.