

2022 LLA Annual Retail Renewal Process

September 9th 2022

Retail Renewal Timeline

- Retail renewal packets will be e-mailed out between September 9th and September 11th.
- Any renewal application not signed and filed by November 30th must be treated as a **New** License.
- The renewal packet (all renewal forms, signed certification form, and seasonal population estimate if applicable) should be mailed back to the ABCC by January 17th 2022
- The ABCC will not be able to process any new license applications until we receive the 2022 renewal packets. To process new license applications the ABCC must know a municipality's quota and current licensees.

RETAIL RENEWALS

RETAIL LIQUOR LICENSE RENEWAL APPLICATION GUIDELINES


Without exception, all annual alcoholic beverages licensees are required to renew their alcoholic beverages license by November 30th of each year.

All retail license renewal applications must be signed by an authorized corporate officer, individual or partner and filed with the Local Licensing Authority by November 30th. Licensees who are in the process of transferring their licenses are required to file the renewal application until the transfer has occurred and they are no longer the licensee of record.

Licensees are responsible for correcting any differences between their files and the ABCC license file on the renewal application in red ink. An LLA Certification Form / Form 43 verifying these changes have been ABCC approved must be attached to the license renewal application in order to change the official ABCC license file. Please mail those corrections along with the renewal packet to the ABCC.

All on-premises M.G.L. c. 138, §12 licensees must provide proof of the required liquor liability insurance and a copy of the required Fire Safety Inspection Certificate to the Local Licensing Authorities. Please do not forward the Fire Safety Certificates or insurance certificate to the ABCC. You should keep these forms for your records.

Renewal Form


Jean M. Lortizio, Esq.
Commission Chairman

Commonwealth Of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358

**2021
Retail License Renewal**

License Number: 00002-RS-0638 Municipality: LYNN
License Name : Dis 50 Of Lynn Social And Athletic License Class: Annual
Assoc Inc License Type: Restaurant
DBA :
Premise Address: 163 Blossom Street Lynn, MA License Category: All Alcoholic Beverages
Manager: John Doe

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Signature	Date
Printed Name	Title

Additional Information:

TELEPHONE: (617)727-3040 FAX: (617)727-1258 <http://www.mass.gov/abcc>

- To ensure your board knows who is signing the renewal please have the licensee fill out the signature and printed name portion of the renewal.
- Additional information can be used for any details or conditions not included in the renewal.

Any transfer of license or new license applications approved between September 1st and December 31st will require the licensee to fill out the blank renewal form.

Once approved by your board the blank renewal can be sent to the ABCC with the rest of the 2022 renewals.

Blank Renewal Form



THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF THE STATE TREASURER
ALCOHOLIC BEVERAGES CONTROL COMMISSION
239 Causeway Street, 1st Floor Boston, Massachusetts 02114

Retail License Renewal BLANK RENEWAL FORM

Renewal For (Year):

License Number:	<input type="text"/>	Municipality:	<input type="text"/>
License Name:	<input type="text"/>	License Class:	<input type="text"/>
Premises Address:	<input type="text"/>	License Type:	<input type="text"/>
Manager Name:	<input type="text"/>	License Category:	<input type="text"/>

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Signature of Authorized Party	Date
<input type="text"/>	<input type="text"/>
Printed Name of Signer	
<input type="text"/>	
Email Address (Required)	

Additional Information / Corrections:

RETAIL RENEWAL Certification Form

RENEWAL CERTIFICATION 2019

CITY/TOWN:

A. LICENSEES WHO FAILED TO RENEW FOR 2019:

LICENSE #:	LICENSEE CORPORATE NAME AND ADDRESS:

B. LICENSEES DISAPPROVED BY THE CITY/TOWN FOR 2019:

LICENSE #:	LICENSEE CORPORATE NAME AND ADDRESS:

We hereby certify that the premises described in the 2019 renewal applications for the above mentioned municipality are now occupied, used or controlled by the licensee and will be on January 1, 2019. The 2019 Renewal Application have been approved by the Local Licensing Authorities and forwarded to the ABCC.

The Local Licensing Authorities

- **Please mail to the ABCC the certification form signed by your board along with the annual renewals that have been approved for renewal.**
- **If all licensees are renewed for 2022 the certification form still needs to be signed and sent to the ABCC.**
- **Stamped signatures or electronic signatures are acceptable.**

Only Approved Individuals May Sign the Annual Renewal Forms

- With the renewal season for 2022 licenses approaching, the ABCC issues this guidance to remind local licensing authorities of their obligation to ensure that only legally authorized individuals sign retail license renewal applications. All renewal applications must be signed during the month of November.
- All individuals who have a disclosed and approved direct or indirect beneficial interest in the license are authorized to sign the renewal application. This includes:
 - any individual with a direct ownership interest;
 - a shareholder, director, or officer of a corporation;
 - a member or manager of a limited liability company;
 - the license manager;
 - an appointed trustee in bankruptcy;
 - an appointed administrator/executor of the estate of a deceased licensee;
 - a pledgeholder, approved pursuant to M.G.L. c. 138, § 23, who has filed the financing statement required and who has foreclosed on the pledge in compliance with the procedures established under Article 9 of the Uniform Commercial Code, M.G.L. c. 106.
- The ABCC recognizes the difficulty this season in obtaining signatures on paper renewal applications due to COVID-19. Therefore, for 2022 renewals only, local licensing authorities may accept electronic signatures for renewal applications.
- Pursuant to M.G.L. c. 138, §§ 16A & 64 Licensees are reminded that permitting an unauthorized signatory to sign its renewal application will result in mandatory revocation of its license. The Commission has no discretion with regards to unauthorized signatories.

Late Renewal Process

- If a licensee submits their 2022 renewal late then a new license application will need to be filed.
- This will include the requirement for both DOR and DUA releases.
- Also required is the advertisement and abutter notification.

Outdoor Seating/Extension of Premise Takeaway/Delivery of Alcohol

- Licensees that received temporary extensions to their license premise and seek to continue patio/outdoor service after April 1, 2022, are encouraged to apply in the ordinary course for an alteration of premises with their local licensing authorities. Otherwise, these amended licenses automatically revert to the status prior to the approval of the expansion of outdoor service as of April 1, 2022.
- Takeaway/delivery of alcohol: establishments licensed for on-premises consumption of alcohol may continue takeaway and delivery sales of alcohol until May 1, 2022. All alcohol sold for takeaway/delivery must be sold with food and at the same price as alcohol for on-premises consumption

Thank You

- If you have any questions, please do not hesitate to reach out to the ABCC for questions or issues.