

2026 LLA Seasonal Retail Renewal Process

Retail Renewal Timeline

- **Retail renewal packets will be e-mailed out the last week of January.**
- **Any renewal application not signed and filed between March 1 and March 31 will be treated as a **New** License.**
- **The renewal packet (all renewal forms, signed seasonal certification form) should be mailed back to the ABCC by May 15, 2026.**
- **If you have any pending new seasonal license applications or change of class upgrades (seasonal to annual), please have the applicant sign a blank renewal form in March.**

RETAIL RENEWALS

SEASONAL RETAIL LIQUOR LICENSE RENEWAL APPLICATION GUIDELINES

Without exception, all seasonal alcoholic beverages **licensees** are required to renew their alcoholic beverages license by **March 31st** of each year.

All retail license renewal applications must be signed by an authorized corporate officer, individual, partner, or license manager and filed with the Local Licensing Authority by March 31st. 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. A Licensing Authority Certification Form verifying these changes which have been ABCC approved must be attached to the license renewal application in order to change the official ABCC license file (zip codes and spelling errors do not require a Licensing Authority Certification).

All on-premises M.G.L. c. 138, §12 licensees must provide proof of the required liquor liability insurance to the Local Licensing Authorities.

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

RETAIL RENEWAL Certification Form

RENEWAL CERTIFICATION 2019

CITY/TOWN:

A. LICENSEES WHO FAILED TO RENEW FOR 2019:

LICENSE #:	LICENSEE CORPORATE NAME AND ADDRESS:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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

LICENSE #:	LICENSEE CORPORATE NAME AND ADDRESS:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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 2026, the certification form still needs to be signed and sent to the ABCC.



Any transfer of license or new license applications approved between January 31st and March 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 2026 renewals.

Blank Renewal Form

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:

Only Approved Individuals May Sign the Annual Renewal Forms

- **With the renewal season for 2026 seasonal 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.
- **Licensees are reminded that permitting an unauthorized signatory to sign its renewal application will result in mandatory revocation of its license, pursuant to M.G.L. c. 138, §§ 16A & 64.**

Late Renewal Process

- **If a licensee submits their 2026 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 abutters notification, and a letter from the licensee confirming no changes have been made since their last ABCC approval.**

Thank You

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