

Licensing Authority Certification Training

Alcoholic Beverages Control Commission

4/17/2025



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission

☐ For Reconsideration

LICENSING AUTHORITY CERTIFICATION

City/Town

ABCC License Number

TRANSACTION TYPE (Please check all relevant transactions):

The license applicant petitions the Licensing Authorities to approve the following transactions:

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/LP Partners, Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| <input type="checkbox"/> Outdoor Only
Alteration of Premises | <input type="checkbox"/> Other: <input type="text"/> | <input type="checkbox"/> Change of DBA | |

APPLICANT INFORMATION

Name of Licensee	<input type="text"/>	DBA	<input type="text"/>
Street Address	<input type="text"/>		Zip Code <input type="text"/>
Manager	<input type="text"/>		Granted under Special Legislation? Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	If Yes, Chapter <input type="text"/>
Type (i.e. restaurant, package store)	Class (Annual or Seasonal)	Category (i.e. Wines and Malts / All Alcohol)	of the Acts of (year) <input type="text"/>

DESCRIPTION OF PREMISES

Complete description of the licensed premises

LOCAL LICENSING AUTHORITY INFORMATION

Application filed with the LLA:	Date: <input type="text"/>	Time: <input type="text"/>
Advertised: Yes <input type="checkbox"/> No <input type="checkbox"/>	Date Published: <input type="text"/>	Publication: <input type="text"/>
Abutters Notified: Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of Notice: <input type="text"/>	
Date APPROVED by LLA <input type="text"/>	Decision of the LLA <input type="text"/>	
Additional remarks or conditions (E.g. Days and hours)	<input type="text"/>	
For Transfers ONLY: Seller License Number: <input type="text"/>	Seller Name: <input type="text"/>	

The Local Licensing Authorities By:


Alcoholic Beverages Control Commission
Ralph Sacramone
Executive Director

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- This form should accompany every application or amendment approved by your licensing board.
- The form should always show information your board is approving as part of the transaction
- The form should always be filled out completely, even if the specific fields do not apply to the transaction being approved.

Transactions and Applicant Information

- Check off all applicable transactions the applicant is applying for that your board approved.
- If the transaction is being resubmitted following a return no action (RNA), be sure to check off “For Reconsideration” in the top right corner.
- Please indicate if the license is being granted under any special legislation.
- Description of premises should be included regardless of transaction and include all relevant details of premises (floors, rooms, square footage, entrances/exits, any outdoor space, etc.)

 *The Commonwealth of Massachusetts*
Alcoholic Beverages Control Commission

☐ For Reconsideration

LICENSING AUTHORITY CERTIFICATION

City/Town ABCC License Number

TRANSACTION TYPE (Please check all relevant transactions):
Please indicate which transactions the applicant petitions the Licensing Authorities to approve the following transactions:

<input type="checkbox"/> License	<input type="checkbox"/> Change of Location	<input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)	<input type="checkbox"/> Change Corporate Structure (i.e. Co-ownership, etc.)
<input type="checkbox"/> Transfer of License	<input type="checkbox"/> Alteration of Licensed Premises	<input type="checkbox"/> Change of License Type (i.e. club / restaurant)	<input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)
<input type="checkbox"/> Change of Manager	<input type="checkbox"/> Change Corporate Name	<input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt)	<input type="checkbox"/> Management/Operating Agreement
<input type="checkbox"/> Change of Officers/ Directors/LLC Managers	<input type="checkbox"/> Change of Ownership Interest (LLC Members/LLP Partners, Trustees)	<input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder	<input type="checkbox"/> Change of Hours
<input type="checkbox"/> Door Only Location of Premises	<input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> Change of DBA	

APPLICANT INFORMATION

Licensee Entity/Corporate Name (Articles of Org.) DBA Name on Sign

Address Location of licensed premises Zip Code

Proposed manager to be approved Granted under Special Legislation? Yes ☐

If Yes, Chapter of the Acts of (year)

Type **Class** **Category**

(restaurant, package store) (Annual or Seasonal) (i.e. Wines and Malts / All Alcohol)

DESCRIPTION OF PREMISES Complete description of the licensed premises

Provide a complete description of the premises, even if the description is not changing as part of the transaction. Include square footage, entrances and exits, rooms, capacity, and other major relevant details about the premises, including if there is outdoor space, multiple floors, etc.

LLA Information

- Refer to the [LLA Checklist](#) for Advertisement and Abutters Notification requirements, as they vary by transaction type.
- List any special conditions put on the license being approved and include hours of operation.
- If the transaction is a license transfer, please list the seller's license number and entity name in the bottom row.
- The signatures of appropriate licensing board members in the bottom left allows the ABCC to process the transaction filing based on information provided in the form.

LOCAL LICENSING AUTHORITY INFORMATION					
Application filed with the LLA:	Date:		Time:		
Advertised:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date Published:		Publication:	
Abutters Notified:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of Notice:			
Date APPROVED by LLA			Decision of the LLA		
Additional remarks or conditions (E.g. Days and hours)		Include any special conditions on the license and hours of operation.			
For Transfers ONLY:					
Seller License Number:			Seller Name:		Entity/Corporate name of "Seller" if transfer
The Local Licensing Authorities By:					

Alcoholic Beverages Control Commission
Ralph Sacramone
Executive Director

Section 1: Definitions

Section 1. The following words as used in this chapter, unless the context otherwise requires, shall have the following meanings:—

"Alcohol", all alcohol other than denatured alcohol or alcohol described in section three hundred and three A of chapter ninety-four.

"Alcoholic beverages", any liquid intended for human consumption as a beverage and containing one half of one per cent or more of alcohol by volume at sixty degrees Fahrenheit.

"Alcohol-related incapacitation", the condition of an intoxicated person who, by reason of the consumption of intoxicating liquor, is: (a) unconscious; (b) in need of medical attention; or (c) likely to suffer or cause physical harm or damage property.

"Club", a corporation chartered for any purpose described in section two of chapter one hundred and eighty, whether under federal or state law, including any body or association lawfully operating under a charter granted by a parent body so chartered, and including also any organization or unit mentioned in clause twelfth of section five of chapter forty, owning, hiring, or leasing a building, or space in a building, of such extent and character as may be suitable and adequate for the reasonable and comfortable use and accommodation of its members; provided, that its affairs and management are conducted by a board of directors, executive committee, or similar body chosen by the members at its annual meeting, and that no member or any officer, agent or employee of the club is paid, or directly or indirectly receives in the form of salary or other compensation, any profits from the disposition or sale of alcoholic beverages beyond the amount of such salary as may be fixed and voted annually within two months after January first in each year by the members or by its directors or other governing body and as shall in the judgment of the local licensing authorities and the commission be reasonable and proper compensation for the services of such member, officer, agent or employee. Such club shall file with the local licensing authorities and the commission annually within three months after January first in each year a list of the names and residences of its officers, together with the amount of salary or compensation received by each employee engaged in the handling or selling of alcoholic beverages.

"Commission", the alcoholic beverages control commission established under section 70 of chapter 10.

"Continuing care retirement community", a facility providing continuing care to residents as defined by section 76 of chapter 93; provided, however, that such facility shall include a certified assisted living residence pursuant to chapter 19D.

"Direct wine shipper", a person who sells, delivers or exports wine to consumers in the commonwealth under a license issued pursuant to section 19F.

"Farmer-brewer", any person who grows cereal grains or hops for the purpose of producing malt beverages and who is licensed to operate a farmer-brewery under section nineteen C;

"Farmer-brewery", any plant or premise where malt beverages are produced from the fermentation of malt with or without cereal grains or fermentable sugars, or of hops, provided that said hops or cereal grains are grown by the farmer-brewer.

"Farmer-distiller", a person who grows fruits, flowers, herbs, vegetables, cereal grains or hops for the purpose of producing alcoholic beverages and who is licensed to operate a farmer-distillery under section 19E.

"Farmer-distillery", a plant or premise where distilled spirits are produced, manufactured or distilled.

"Farmer-winery", any plant or premise where wine is produced, rectified, blended or fortified from fruits, flowers, herbs or vegetables.

"Host brewer", a person or entity licensed pursuant to section 19 or 19C to manufacture malt beverages who has entered into an alternating proprietorship arrangement with a tenant brewer approved by the United States Department of the Treasury Alcohol and Tobacco Tax and Trade Bureau to manufacture or package malt beverages on behalf of the tenant brewer.

"Hotel", a building or part of a building owned or leased and operated by a person holding a duly issued and valid license as an innholder, under the provisions of chapter one hundred and forty and provided with adequate and sanitary kitchen and dining room equipment and capacity for preparing, cooking and serving suitable food for its guests, including travelers and strangers and its other patrons and customers, and in addition meeting and complying with all the requirements imposed upon innholders under said chapter one hundred and forty.

"Licensing authorities", the commission or the local licensing authorities, or both, as the case may be.

"Liqueur or cordial", all alcoholic beverages manufactured or produced by mixing or redistilling neutral spirits, brandy, gin, or other distilled spirits with or over fruits, flowers, plants or pure juices therefrom, or other natural flavoring materials, or with extracts derived from infusions, percolations, or maceration of such materials and containing no less than two and one-half percent sugar by weight.

"Local licensing authorities", the licensing boards and commissions established in any city or town under special statute or city charter or under section four or corresponding provisions of earlier laws, or, in a city having no such board or commission or having a board rendered inactive under section eight, the aldermen, or, in a town having no such board or commission, the selectmen.

"Malt beverages", all alcoholic beverages manufactured or produced by the process of brewing or fermentation of malt, with or without cereal grains or fermentable sugars, or of hops, and containing not more than twelve per cent of alcohol by weight.

"Powdered alcohol", a nonmedicinal product in powdered or crystalline form that contains alcohol and is intended for consumption by direct use or when mixed with water or another substance.

"Pub brewer", a person who is licensed to operate a pub brewery under section 19D.

"Pub brewery", a plant or premise licensed under sections 12 and 19D where malt beverages are authorized to be produced and sold and where alcoholic beverages or wine or malt beverages only are authorized to be sold for consumption on the premises according to commission regulations.

"Restaurant", space, in a suitable building, leased or rented or owned by a person holding a duly issued and valid license as a common victualler under the provisions of said chapter one hundred and forty, and provided with adequate and sanitary kitchen and dining room equipment and capacity for preparing, cooking and serving suitable food for strangers, travelers and other patrons and customers, and in addition meeting and complying with all the requirements imposed upon common victuallers under said chapter one hundred and forty. No advertising matter, screen, curtain or other obstruction which, in the opinion of the licensing authorities, prevents a clear view of the interior of a restaurant shall be maintained in or on any window or door thereof after the said authorities have ordered the removal of such obstruction and have afforded the licensee thereof a reasonable opportunity to remove the same.

"Ship chandler", one whose primary business is providing supplies and equipment to ships.

"Tavern", an establishment where alcoholic beverages may be sold, as authorized by this chapter, with or without food, to be served to and drunk by patrons in plain view of other patrons, all entrances to which shall open directly from a public way. The business conducted therein shall be open to public view from the sidewalk level and the establishment shall be properly lighted. No window facing a public way shall be obstructed by any screen or other object extending more than five feet above the level of the sidewalk on which the establishment abuts, but in no event shall any screen or obstruction prevent a clear view of the interior of said tavern.

"Tenant Brewer", a person or entity that has been licensed pursuant to section 19 or section 19C or a license holder outside the commonwealth that is authorized to manufacture, export and import malt beverages and has a transportation permit issued pursuant to section 22 who has entered into an alternating proprietorship arrangement with a host brewer approved by the United States Department of the Treasury Alcohol and Tobacco Tax and Trade Bureau to manufacture or package malt beverages at a host brewer's premises.

"Winegrower", any person licensed to operate a farmer's winery under section nineteen B.

"Winery", a plant or premise where wine is produced, rectified, blended or fortified from fruits, flowers, herbs or vegetables, or where wine is bottled or packaged.

"Wines", all fermented alcoholic beverages made from fruits, flowers, herbs or vegetables and containing not more than twenty-four per cent of alcohol by volume at sixty degrees Fahrenheit, except cider containing not more than three per cent, or containing more than six per cent, of alcohol by weight at sixty degrees Fahrenheit.

Section 2: Manufacture and sale of alcoholic beverages

Section 2. No person shall manufacture, with intent to sell, sell or expose or keep for sale, store, transport, import or export alcoholic beverages or alcohol, except as authorized by this chapter; but the provisions of this chapter shall not apply to sales, storage or transportation by a person or public officer under a provision of law which requires him to sell personal property, or to sales, storage or transportation by executors, administrators, receivers and trustees duly authorized by proper judicial order or decree, except that any receiver or trustee in bankruptcy or otherwise appointed by any court, who is authorized by said court to conduct in whole or in part any business, authority to grant a license for which is given by this chapter, or who does conduct any such business in whole or in part, shall be subject to all provisions of the sections under which their licenses were issued and to all other provisions of this chapter applicable to such business the same as if it were conducted by an individual, partnership or corporation. No alcoholic beverage which has been damaged by fire or other casualty may be offered for sale in the commonwealth and any such beverage shall be destroyed by the owner on such terms and conditions as the commission shall determine. Notwithstanding any other provision of this section, beer or other malt beverage, which has been determined by the alcoholic beverages control commission, to have been damaged by fire or other casualty shall not be offered for sale in the commonwealth and shall be destroyed by the owner on such terms and conditions as said commission shall determine. Any holder of a license under this chapter may pledge or mortgage to secure a loan or debt any alcoholic beverages or alcohol which he is authorized to sell and the pledgee or mortgagee acting in conformity with the terms of such pledge or mortgage may sell, store and transport such alcoholic beverages or alcohol subject to such conditions and restrictions as the commission may prescribe; provided, that no such pledge or mortgage shall be given or made to a person holding any interest in a business licensed under this chapter. Violation of any provision of this section shall be punished except as provided in section twenty-two by a fine of not less than one hundred nor more than one thousand dollars or by imprisonment for not more than one year, or both.