

*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*  
*239 Causeway Street*  
*Boston, MA 02114*  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**AMENDMENT APPLICATION FOR AN ALTERATION OF PREMISES OR CHANGE OF LOCATION**

Below you will find a step-by-step explanation of the alteration of premises / change of location amendment application process. **Please read this entire page before you apply for an amendment to your license as it provides critical information on the approval process.**

The ABCC urges you to reach out to the Local Licensing Authority (“LLA”) in the city or town in which you are applying for a change of manager amendment to your license **before applying**. While state law requires you to submit certain documents, your LLA may have other documents and/or fees required of you before it will consider your application, and failure to contact them before you apply for a change of manager amendment to your license may delay the consideration of your application.

The granting of a retail license amendment involves a three-step process under M.G.L. c. 138, §§ 15A & 16B:

1. Step One is the granting of an amendment application by the LLA;
2. Step Two is approval by the ABCC;
3. Step Three is the issuance of the amended retail license by the LLA.

Each step has certain legal requirements:

Step One. In Step One, when you submit your application with the LLA, the LLA is required by law to note the date and hour your application is filed with it. Then, they must publish an advertisement noticing a public hearing on your application, if their regulations require, within 10 days of your application being filed. Then, no sooner than 10 days after advertising the hearing, the hearing will be held. The LLA must act on an application within 30 days of it being filed.

If the LLA grants the license, the application shall be forwarded to the ABCC no later than 3 days following such approval.

Step Two. In Step Two, when the ABCC receives an amendment application that has been approved by the LLA, an investigator will be assigned. The investigator will investigate the proposed licensed premises, if required, as well the source(s) of financing for the transaction. Parties to an application must respond promptly to investigators’ inquiries. **Failure to do so will result in a delay of the approval and may result in a denial of the amendment application.**

Step Three. Once the LLA receives the ABCC’s approval of an amendment application, it must issue the amended license within 7 days.

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**The following documentation is required as a part of your retail license amendment application.**

*ABCC investigators reserve the right to request additional documents as a part of their investigation.*

- ☐ [Monetary Transmittal Form](#) with \$200 fee  
**You can [PAY ONLINE](#) or include a \$200 check made out to the ABCC**
- ☐ Alteration of Premises / Change of Location Amendment Application (this packet)
- ☐ Vote of the Corporate Board  
**A corporate vote to apply for an alteration of premises or change of location, signed by an authorized signatory for the proposed licensed entity**
- ☐ Supporting Financial Documents  
**Documentation supporting any loans or financing, if applicable**
- ☐ Floor Plan  
**Detailed Floor Plan showing square footage, entrances and exits and rooms**
- ☐ Lease  
**Signed by licensee and landlord.**
- ☐ Additional Documents Required by the Local Licensing Authority

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**AMENDEMENT APPLICATION FOR AN ALTERATION OF PREMISES OR CHANGE OF LOCATION**

*Please complete this entire application, leaving no fields blank. If field does not apply to your situation, please write N/A.*

**1. NAME OF LICENSEE** (Business Contact)

ABCC License Number

City/Town of Licensee

**2. APPLICATION CONTACT**

The application contact is required and is the person who will be contacted with any questions regarding this application.

First Name:

Middle:

Last Name:

Title:

Primary Phone:

Email:

**3. BUSINESS CONTACT**

**Please complete this section ONLY if there are changes to the Licensee phone number, business address (corporate headquarters), or mailing address.**

Entity Name:

Primary Phone:

Fax Number:

Alternative Phone:

Email:

**Business Address (Corporate Headquarters)**

Street Number:

Street Name:

City/Town:

State:

Zip Code:

Country:

**Mailing Address**

☐ Check here if your Mailing Address is the same as your Business Address

Street Number:

Street Name:

City/Town:

State:

Zip Code:

Country:

## AMENDMENT APPLICATION FOR AN ALTERATION OF PREMISES OR CHANGE OF LOCATION

### 6. PREMISES INFORMATION

Please enter the address where the alcoholic beverages are sold.

#### Premises Address

Street Number:	<input type="text"/>	Street Name:	<input type="text"/>	Unit:	<input type="text"/>
City/Town:	<input type="text"/>	State:	<input type="text"/>	Zip Code:	<input type="text"/>
Country:	<input type="text"/>				

#### Description of Premises

Please provide a complete description of the premises, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage.

Floor Number	Square Footage	Number of Rooms

Patio/Deck/Outdoor Area Total Square Footage	<input type="text"/>
Indoor Area Total Square Footage	<input type="text"/>
Number of Entrances	<input type="text"/>
Number of Exits	<input type="text"/>
Proposed Seating Capacity	<input type="text"/>
Proposed Occupancy	<input type="text"/>

#### Occupancy of Premises

Please complete all fields in this section. Documentation showing proof of legal occupancy of the premises is required.

Please indicate by what right the applicant has to occupy the premises	<input type="text"/>	Landlord Name	<input type="text"/>
Lease Beginning Term	<input type="text"/>	Landlord Phone	<input type="text"/>
Lease Ending Term	<input type="text"/>	Landlord Address	<input type="text"/>
Rent per Month	<input type="text"/>		
Rent per Year	<input type="text"/>		

If leasing or renting the premises, a signed copy of the lease is required.

Please indicate if the terms of the lease include payments based on the sale of alcohol: ☐ Yes ☐ No

# AMENDEMENT APPLICATION FOR AN ALTERATION OF PREMISES OR CHANGE OF LOCATION

## 9. FINANCIAL INFORMATION

Please provide information about associated costs of this license.

### Associated Costs

A. Purchase Price for Building/Land	
B. Purchase Price for any Business Assets	
C. Costs of Renovations/Construction	
D. Purchase Price of Inventory	
E. Initial Start-Up Costs	
F. Other (Please specify)	
G. Total Cost (Add lines A-F)	

Please note, the total amount of **Cash Investment** (top right table) plus the total amount of **Financing** (bottom right table) must be equal to or greater than the **Total Cost** (line G above).

You are required to provide all documents relating to financing and/or loans you receive for this transaction

Please provide information about the sources of cash and/or financing for this transaction

### Source of Cash Investment

Name of Contributor	Amount of Contribution
Total:	

### Source of Financing

Name of Lender	Amount	Does the lender hold an interest in any MA alcoholic beverages licenses?	If yes, please provide ABCC license number of lender
Total:			

### **ADDITIONAL SPACE**

The following space is for any additional information you wish to supply or to clarify an answer you supplied in the application.

If referencing the application, please be sure to include the number of the question to which you are referring.

### APPLICANT'S STATEMENT

I,  the: ☐ sole proprietor; ☐ partner; ☐ corporate principal; ☐ LLC/LLP member  
Authorized Signatory

of , hereby submit this application for   
Name of the Entity/Corporation Transaction(s) you are applying for

(hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature:

Date:

Title: