

*Commonwealth of Massachusetts
Department of the State Treasurer
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114*

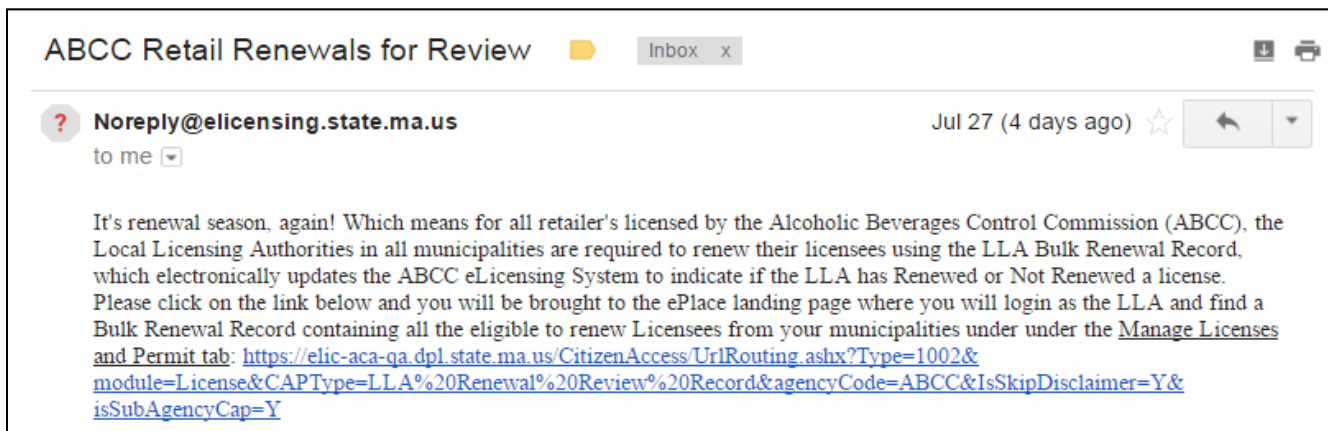
Deborah B. Goldberg
Treasurer and Receiver General

Dear Local Licensing Authorities:

The retail alcoholic beverages license Bulk Renewal Records are now available. We are excited to move forward with this new method of reporting and hope that you find it simple and straight forward. Please read this entire document, as it provides important information on the new renewal process.

The following instructions will guide you through the process of completing the Bulk Renewal Record.

1. Once the Local Licensing Authority receives the signed license renewal application and all additional required documentation that might be required, it will hold a hearing and vote on the renewal applications. Please remember that a licensee is entitled to automatic renewal under M.G.L. c. 138.
2. After the Local Licensing Authority has voted to approve the license renewals, the municipality must use the Bulk Renewal Record to notify the ABCC. The Bulk Renewal Record is an electronic document where the municipality indicates the action taken on the license renewal applications. **You should only access the Bulk Renewal Record and disposition your renewals after the board has voted on ALL of the license renewals.**
3. An authorized user can access the Bulk Renewal Record through an email that is generated and sent by the system. The email will be sent to the ePLACE account email or, whatever email your municipality has on file, and will have a link that will take you directly to the ePLACE portal. From there, the municipality can access the Bulk Renewal Record. An example of the e-mail is below:



- When you select the link, you will first be required to log in, then will come to the screen below. Log in with your ePLACE user name and password.
- In order to make the Bulk Renewal Record easier to use, we defaulted all licenses to a renew status. **This means that you only have to take action on the licenses that the Local Licensing Authority is NOT RENEWING.**

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LLA Renewal Review Record

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Step 1 : LLA Renewal Review > Active Licenses

This record represents the list of Retail licenses, under M.G.L. c.138 §17, for the Local Licensing Authority ("LLA") of this municipality in Massachusetts. Therefore, all licenses listed are open to the LLA Reviewer for a disposition to be renewed or not-renewed, for the next calendar year. The LLA Review Record includes the §12 On-Premises and §15 Off-Premises; Annual and Seasonal; and All Alcohol and Wines and Malt licenses attributed to this municipality. By submitting the LLA Review Record, those dispositioned to not renew will be set to "expire" in the eSubmissions system and after a period of 45 days will be set to "closed", the bulk renewal can be submitted more than once. Subsequent submissions will only pick up licenses that haven't been renewed for the year. The Retail Renewal Bulk record is only accessible on ACA by LLA reference contacts from the start of the retail renewal period (as determined by Agency) thru December 31st.

- The LLA Reviewer will be required to login to the Public Portal after clicking the deep link within the email notification to access the LLA Renewal Review Record.
- The Retail Renewal Record submitted by the licensee will be associated to the LLA and viewable via the Manage Licenses & Permits tab within the Public Portal.
- Documents attached to the Retail Renewal Record will be viewable from the LLA's Manage License & Permits tab.
- The LLA Renewal Review Record will only list active Retail Licenses which contain the License Status of 'Issued' for the current year.
- The LLA Renewal Review Record will use the following values for the Status column within the LLA Active Licenses list: Renewed and Not Renewed.
- For convenience of use the LLA Renewal Review Record list the 'Renewed' as the default value for the Status column within the LLA Active Licenses List.
- Retail License will no longer display within the LLA Active Licenses list once dispositioned to 'Renewed'.
- The LLA Reviewer will have the ability to save the LLA Renewal Review Record and submit at a later time.
- Upon re-accessing a 'saved' LLA Renewal Review Record, the system will reset all active licenses to list the default status of 'Renewed'.
- The Record ID of the Retail Renewal Record submitted by the licensee via the Public Portal will display within the 'Renewal Record ID' column of the LLA Active Licenses.

* indicates a required field.

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City/Town:

New Bedford

LLA Active Licenses

LLA ACTIVE LICENSES

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<input type="checkbox"/>	Status	Entity Name	DBA Name	Premises Address	Renewal Record ID	ABCC License Number	Actions
<input type="checkbox"/>	Renewed	Marisqueira Madeira Inc	COTALI MAR RESTAURANTE	1178 Acushnet Avenue, New Bedford, MA 02746		00044-RS-0778	Actions
<input type="checkbox"/>	Renewed	Me And Eds Restaurant Inc	UNKNOWN	30 Brock Avenue, New Bedford, MA 02744		00045-RS-0778	Actions
<input type="checkbox"/>	Renewed	Libads Bar And Grille Llc	UNKNOWN	999 Brock Avenue, New Bedford, MA 02744		00047-RS-0778	Actions
<input type="checkbox"/>	Renewed	Carreiros Pub 126 Bar And Grill Inc	UNKNOWN	126 Dartmouth Street, New Bedford, MA 02740		00048-RS-0778	Actions
<input type="checkbox"/>	Renewed	Madeira Cafe Inc	MADEIRA CAFE	999 Church Street, New Bedford, MA 02746		00049-RS-0778	Actions
<input type="checkbox"/>	Renewed	Barbosa And Raposo Inc	BRS BAR AND GRILL TILAS CAFE AND RESTAURANT	999 Acushnet Avenue, New Bedford, MA 02746		00050-RS-0778	Actions
<input type="checkbox"/>	Renewed	Arbco Corp	RED JS COLONIAL LOUNGE	24 Clifford Street, New Bedford, MA 02745		00051-RS-0778	Actions
<input type="checkbox"/>	Renewed	Martinho And Afonso Inc	ANTONIOS RESTAURANT	999 Coggeshall Street, New Bedford, MA 02746		00052-RS-0778	Actions
<input type="checkbox"/>	Renewed	End Zone Sports Pub Inc	UNKNOWN	218 Coggeshall Street, New Bedford, MA 02746		00053-RS-0778	Actions
<input type="checkbox"/>	Renewed	Club Recordacoes De	UNKNOWN	999 Coggeshall Street, New Bedford, MA 02746		00054-CL-0778	Actions

- To indicate that the Local Licensing Authority has voted to NOT RENEW one or more licenses, check the box(es) to the left of the license(s) and click on "Edit Selected" at the bottom of the list.

16. THE RENEWAL ID OF THE RENEWED LICENSE SUBMITTED BY THE LICENSEE VIA THE PUBLIC FIELDS WILL DISPLAY WITHIN THE RENEWED RENEWAL ID column of the LLA Active Licenses.

* indicates a required field.

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<input type="checkbox"/>	Status	Entity Name	DBA Name	Premises Address	Renewal Record ID	ABCC License Number	Actions
<input type="checkbox"/>	Renewed	Marisqueira Madeira Inc	COTALI MAR RESTAURANTE	1178 Acushnet Avenue, New Bedford, MA 02746		00044-RS-0778	Actions
<input checked="" type="checkbox"/>	Renewed	Me And Eds Restaurant Inc	UNKNOWN	30 Brock Avenue, New Bedford, MA 99999		00045-RS-0778	Actions
<input type="checkbox"/>	Renewed	Libads Bar And Grille LLC	UNKNOWN	999 Brock Avenue, New Bedford, MA 02744		00047-RS-0778	Actions
<input checked="" type="checkbox"/>	Renewed	Carreiros Pub 126 Bar And Grill Inc	UNKNOWN	126 Dartmouth Street, New Bedford, MA 02740		00048-RS-0778	Actions
<input type="checkbox"/>	Renewed	Madeira Cafe Inc	MADEIRA CAFE	999 Church Street, New Bedford, MA 02746		00049-RS-0778	Actions
<input type="checkbox"/>	Renewed	Barbosa And Raposo Inc	BRS BAR AND GRILL TILAS CAFE AND RESTAURANT	999 Acushnet Avenue, New Bedford, MA 02746		00050-RS-0778	Actions
<input type="checkbox"/>	Renewed	Arbco Corp	RED JS COLONIAL LOUNGE	24 Clifford Street, New Bedford, MA 02745		00051-RS-0778	Actions
<input type="checkbox"/>	Renewed	Martinho And Afonso Inc	ANTONIOS RESTAURANT	999 Coggeshall Street, New Bedford, MA 99999		00052-RS-0778	Actions
<input type="checkbox"/>	Renewed	End Zone Sports Pub Inc	UNKNOWN	218 Coggeshall Street, New Bedford, MA 02746		00053-RS-0778	Actions
<input checked="" type="checkbox"/>	Renewed	Club Recordacoes De Portugal Inc	UNKNOWN	999 Coggeshall Street, New Bedford, MA 02746		00054-CL-0778	Actions

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[Add a Row](#)
[Edit Selected](#)
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[Continue](#)

Save and resume later:

- A window will appear giving you the option to edit the status of the license from “Renewed” to “Not Renewed.” Change the statuses for all appropriate licenses and click “Submit.”

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LLA ACTIVE LICENSES

Status: Not Renewed

Entity Name: Me And Eds Restaurant Inc

DBA Name: UNKNOWN

Premises Address: 30 Brock Avenue, New Bedford, MA 02746

Renewal Record ID:

ABCC License Number: 00045-RS-0778

Status: Not Renewed

Entity Name: Carreiros Pub 126 Bar And Grill Inc

DBA Name: UNKNOWN

Premises Address: 126 Dartmouth Street, New Bedford, MA 02740

Renewal Record ID:

ABCC License Number: 00048-RS-0778

Status: Not Renewed

Entity Name: Club Recordacoes De Portugal Inc

DBA Name: UNKNOWN

Premises Address: 999 Coggeshall Street, New Bedford, MA 02746

Renewal Record ID:

ABCC License Number: 00054-CL-0778

[Submit](#)
[Cancel](#)

- You will be brought back to the main list of licenses, where you will notice the licenses you dispositioned to “Not Renewed” now have that status listed. Once completing this for all licenses who are not renewing, click “Continue.”

* indicates a required field.

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LLA Active Licenses

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<input type="checkbox"/>	Status	Entity Name	DBA Name	Premises Address	Renewal Record ID	ABCC License Number	Actions
<input type="checkbox"/>	Renewed	Marisqueira Madeira Inc	COTALI MAR RESTAURANTE	1178 Acushnet Avenue, New Bedford, MA 02746		00044-RS-0778	Actions ▼
<input type="checkbox"/>	Not Renewed	Me And Eds Restaurant Inc	UNKNOWN	30 Brock Avenue, New Bedford, MA 99999		00045-RS-0778	Actions ▼
<input type="checkbox"/>	Renewed	Libads Bar And Grille Llc	UNKNOWN	999 Brock Avenue, New Bedford, MA 02744		00047-RS-0778	Actions ▼
<input type="checkbox"/>	Not Renewed	Carreiros Pub 126 Bar And Grill Inc	UNKNOWN	126 Dartmouth Street, New Bedford, MA 02740		00048-RS-0778	Actions ▼
<input type="checkbox"/>	Renewed	Madeira Cafe Inc	MADEIRA CAFE	999 Church Street, New Bedford, MA 02746		00049-RS-0778	Actions ▼
<input type="checkbox"/>	Renewed	Barbosa And Raposo Inc	BRS BAR AND GRILL TILAS CAFE AND RESTAURANT	999 Acushnet Avenue, New Bedford, MA 02746		00050-RS-0778	Actions ▼
<input type="checkbox"/>	Renewed	Arbco Corp	RED JS COLONIAL LOUNGE	24 Clifford Street, New Bedford, MA 02745		00051-RS-0778	Actions ▼
<input type="checkbox"/>	Renewed	Martinho And Afonso Inc	ANTONIOS RESTAURANT	999 Coggeshall Street, New Bedford, MA 99999		00052-RS-0778	Actions ▼
<input type="checkbox"/>	Renewed	End Zone Sports Pub Inc	UNKNOWN	218 Coggeshall Street, New Bedford, MA 02746		00053-RS-0778	Actions ▼
<input type="checkbox"/>	Not Renewed	Club Recordacoes De Portugal Inc	UNKNOWN	999 Coggeshall Street, New Bedford, MA 02746		00054-CL-0778	Actions ▼

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Save and resume later:

9. You will be brought to the Document section of the Bulk Renewal Record. Although this functionality allows municipalities to upload documents that they believe are pertinent to the annual license renewals, please know that **the ABCC doesn't require any documents on retail license renewals.** Once complete, please click "Continue."

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Step 2: Documents > Documents

The LLA Renewal Review Record will allow the LLA Reviewer to upload documents through the Documents Management tab of the Review Record type, as Other Documents. These documents are not required and not necessarily reviewed by the ABCC for any approval. They are documents the LLA determines to be of value for supporting the Licenses which are on the LLA Renewal Review Record.

Manage Documents

* indicates a required field.

The maximum file size allowed is 20 MB.

Name	Type	Size	Latest Update	Action
No records found.				

Save and resume later:

10. You will then be prompted to complete the Attestation page by providing an electronic signature. The attestation must be completed by someone authorized by the Local Licensing Authority to indicate the action that the Local Licensing Authority has taken on the annual license renewals. **You will need to "add a row" for each Board Member that voted on the license renewals, regardless of who electronically signs the renewal record.**

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Step 3 : Attestation > Attest

As a named representative hereby certify that this Local Board has approved this Renewal Review list of licenses, for the next calendar year, under M.G.L. c.138 §17, in Massachusetts which allows to issue alcoholic beverages licenses.

* indicates a required field.

Electronic Signature

SIGNATURE

LLA Renewal Approval Date: * 

Electronic Signature: *

Title: *


Signature

SIGNATURE

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<input type="checkbox"/>	The Local Licensing Authorities By	Actions ▼
<input type="checkbox"/>	Charlie Horse	Actions ▼
<input type="checkbox"/>	Sandy Beeach	Actions ▼

Add a Row ▼
Edit Selected
Delete Selected

Continue »
Save and resume later: 

11. Once the authorized user has completed the attestation, they will have the opportunity to review the entire record before submitting it to the ABCC. If the authorized user is satisfied with the Bulk Renewal Record, they should click the submit button.
12. Once submitted, the ABCC will receive a copy, and all licenses will be automatically set to renew for the following year.