

# Checklist for New Alcohol License/Wine & Malt Restaurant License and All Alcohol/Wine & Malt Package Store

- Go to the Alcoholic Beverage Control Commission's (ABCC) Website: <https://www.mass.gov/alcoholic-beverages-retail-licenses> and select "Apply for an Alcoholic Beverages Retail License (New or Transfer)"
- Complete the selected application and gather the required documents. The application must be typed and saved as a PDF file. If you have any application questions call the ABCC 617-727-3040.
- Pay the filing fee to the Alcoholic Beverages Control Commission. This must be done online in their [payment website](#). Proof of payment will be required.
- Submit the completed ABCC application and required documents in our online system: <https://newtonma.viewpointcloud.com>, go to Board of License Commissioners and select "Annual Common Victualler, Alcohol, and/or Entertainment License"
- This application requires a Legal Ad notice and Abutters Notification
  - **Newspaper Notice MUST be made at least 10 days prior to the scheduled hearing**
  - **Abutters MUST be notified within three (3) days of the legal notice being published in the newspaper. It MUST be sent by CERTIFIED MAIL and Certified Mail Return Receipt must be requested (green cards).**
  - **Certified Mail Return Receipts (green cards) must be submitted to Health & Human Services one week prior to the hearing.**

List of required documents for a New Retail License Application:

- Vote of Entity Board
- Monetary Transmittal Form
- Business Structure Documents
  - If Sole Proprietor, **Business Certificate**
  - If Partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth
- CORI Authorization Form for proposed manager of record. **Must be notarized with a stamp or raised seal.**
- Manager Application. **Must be signed by manager.**
- Proof of Citizenship for proposed manager of record  
(Checklist continued on the next page)

**WE STRONGLY SUGGEST NOTIFYING THE WARD COUNCILOR ABOUT ANY NEW OR POTENTIAL CHANGES. VISIT [HTTPS://WWW.NEWTONMA.GOV/GOVERNMENT/CITY-CLERK/CITY-COUNCIL/COUNCIL-MEMBERS](https://www.newtonma.gov/government/city-clerk/city-council/council-members) TO FIND THE REPRESENTATIVE.**

- Management Agreement, if applicable, requires the following:
  - Management Agreement Application
  - Management Agreement
  - Vote of the Entity
  - CORI Forms for all listed in Section 11 and attachments
- Supporting Financial Records all financing and or loans, including pledge documents, if applicable.
- Legal Right to Occupy, a lease or deed
- Floor Plans, outdoor plans, if applicable
- Tips Certification (Copy of Card)
- Proof of Insurance, showing liquor liability
- Workers' Compensation Insurance, if applicable: Proof of Insurance
- Copy of Food Menu (does not apply for Package Store)
- Copy of Certificate of Occupancy, Inspectional Services 617-796-1060