



Section 12 & 15 Alcohol License Application Checklist

Phase 1: Application, Documentation Review & Town decision

Before submitting your application to the Town of Dunstable for an Alcohol License, it's important that the applicant complete all the steps below. Incomplete applications can not be accepted and will delay the process.

- Confirm Zoning conformance of the proposed location with the Building Inspector here. The Inspector's office hours are Mondays 3-5pm and he will confirm at that time.
- Obtain a [Business Certificate](#) from the Town Clerk's Office, if applicable, per M.G.L. ch.110 §5 (doing business under any title other than the real name of the person, partners, or registered corporate entity conducting the business). The application must be returned in person with a Drivers license, to the Town Clerk.
- Complete & Submit to the Town the Application for License along with the \$150 Application Fee. The application fee can be paid online here or by cash or check made out to the Town of Dunstable.
- (FOR SECTION 12 ON-PREMISES LICENSES ONLY) Provide a plan of the property showing the location of counters, tables, ranges, toilets, and in general the set-up of the premises. If this is a proposed plan, also include an itemized cost estimate of said facilities. (Provide this plan to the Board of Health, Inspector, Fire, and Police when completing the Town Department Review sheet for signatures) (M.G.L. ch.140 §6)
- Visit the state ABCC website at <https://www.mass.gov/alcoholic-beverages-retail-licenses>, complete the required forms and prepare all required documents. Email the ABCC Application and required supporting documents to licensing@dunstable-ma.gov or drop them off to the Board of Selectmen's office at Town Hall. You should print & keep a copy of these for yourself, as you will need to bring these to your hearing.
- Complete the applicant portion of the Town Departmental Review Sheet for Alcohol License Applications.

(TRANSFER OF LICENSE ONLY)

- The ABCC requires a Certificate of Good Standing from the Massachusetts Department of Revenue (DOR) (<https://www.mass.gov/howto/request-a-certificate-of-good-standing-tax-compliance-or-a-corporate-tax-lien-waiver>) and a Certificate of Compliance from the Department of Unemployment Assistance (DUA) (<https://www.mass.gov/files/documents/2018/09/06/DUA%20COMPLIANCE%20DIRECTIONS.pdf>) obtained by the seller (not the buyer).





OFFICE OF THE
SELECT BOARD
TOWN OF DUNSTABLE
TOWN HALL, 511 MAIN STREET
DUNSTABLE, MA 01827-1313

Upon completion of the above application requirements, a Public Hearing before the Select Board will be scheduled within 30 days . Due to the regular meeting schedule and advertising requirements, this hearing may be approximately two to three weeks after application submission.

A Notice of the Public Hearing must be published in the local newspaper at least 10 days prior to the hearing. The Select Board's Office will place the ad which will be paid for by the applicant.

- Within three days after publication of the ad, the applicant must send a copy of the Public Hearing notice via certified US Mail, return receipt requested to owners of all property abutting on the premises and to any schools, hospitals, and churches within a radius of 500 feet of the premises. A list of abutters and a copy of the notice will be provided to you. (New licenses only. No abutter notification required for license transfers)
- Applicant or a representative must attend hearings before the Select Board and if abutter notification is required, white mailing receipts and green return receipt cards from abutter notifications must be presented at this time.

If the Select Board approves the license, the application and LLA Certification will be sent to the ABCC by this office.

Phase 2 – ABCC Investigation

Cooperate with the ABCC investigator in answering any questions or providing any requested documentation in a timely manner. The ABCC will notify you of their decision via e-mail.

Phase 3 – Town Issuance of License

- Provide completed Workers Compensation Insurance Affidavit (enclosed) [M.G.L. ch.152 §25C(6)]
- If applicable, provide Certificate of Insurance evidencing workers compensation coverage [M.G.L.ch.152 §25C(6)]
- Complete Tax Compliance Affidavit (enclosed) (M.G.L. ch.62C §49A)
- (FOR SECTION 12 ON-PREMISES LICENCES ONLY) Provide a Certificate of Insurance for Liquor Liability insurance coverage in the following amounts: minimum of \$250,000 for bodily injury or death on account of injury to or death of one person, \$500,000 for bodily injury or death on account of any one accident resulting in injury to or death of more than one person. (M.G.L.ch.138 §12)
- Provide proof of TIPS/BAT Certification for the license manager
- Pay Annual License Fee(s) to the Town of Dunstable (for new licenses only). License fees for newly issued liquor licenses shall be prorated by quarter-year increments.

The Building Inspector will inspect the premises for compliance with all zoning, and building, and, if approved, will provide copies of all required permits to the Select Board.





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The Board of Health will inspect the premises, forward a copy of all public health-related permits along with a letter indicating their final approval to the Select Board.

The Fire Department and Police Department will inspect the site, if approved, and will submit a letter confirming compliance with any conditions or regulations that apply to the premise to the Select Board.

Once the premises are completed according to the plans submitted and/or necessary approvals/permits are obtained from relevant Town Departments, the license will be issued.

