



**SELECT BOARD**  
Town Offices  
50 Billerica Road  
Chelmsford, MA 01824-2777

Phone: (978) 250-5202

## **Alcohol License Amendment Process**

The Chelmsford Select Board, as the Local Licensing Authority (LLA), issues Alcohol Licenses in accordance with M.G.L. Chapter 138. Unlicensed alcohol sales are strictly prohibited. It is the responsibility of the applicant to be fully versed in all relevant laws, rules, and regulations pertaining to the sale of alcohol.

There are many types of license amendments, and each type has different document, advertising, and abutter notification requirements. Details can be found on the ABCC website at:

<https://www.mass.gov/guides/amending-your-alcoholic-beverages-retail-license-abcc>

Alcohol licensing is a three-phase process which takes approximately 3 months for approval:

1. Town approval (approx. 4-5 weeks);
2. State Alcoholic Beverages Control Commission (ABCC) approval (approx. 6-8 weeks); and
3. Town issuance of the license.

**PHASE 1:** Applicants must complete the following steps:

- Confirm proper zoning of the proposed location with the Building Inspector if applicable (change of location)
- Obtain a Business Certificate from the Town Clerk's Office if applicable per M.G.L. c. 110 §5 (doing business under any title other than the real name of the person, partners, or registered company conducting the business) <https://www.townofchelmsford.us/248/Business-Certificates>
- Complete Town Application for License - General (enclosed)
- Complete the applicant portion of the Town Departmental Review Sheet for Select Board License Applications (enclosed)
- (ONLY FOR SECTION 12 ON-PREMISES LICENSES APPLYING FOR AN ALTERATION OF PREMISES OR CHANGE OF LOCATION) 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 appropriate departments when obtaining signatures) (*MGL c.140 §6*)
- Go to the state ABCC website at: <https://www.mass.gov/guides/amending-your-alcoholic-beverages-retail-license-abcc>. Here you will find instructions along with application forms and document requirements for each type of amendment.

- Complete and print the required forms and prepare all required documents.
- For some amendments, the ABCC requires a Certificate of Good Standing from the Massachusetts Department of Revenue (DOR) (<https://www.mass.gov/how-to/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>). Please note that the DOR certificate may take 7 to 14 business days for new accounts or as little as 48 hours for existing accounts.
- Pay the \$200 ABCC application fee online and print the payment receipt.
- Submit the \$100 alteration of liquor license filing fee payable to the Town of Chelmsford, along with all completed application documents.

Upon completion of the above application requirements, **a hearing before the Select Board will be scheduled.** Some types of amendments require that this be an advertised Public Hearing, and some types require abutter notification. Due to the regular meeting schedule and advertising requirements, this hearing may be approximately three weeks after application submission.

- For Public Hearings, a Public Hearing Notice must be published in the local newspaper at least 10 days prior to the hearing. This office will place the ad which will be paid for by the applicant.
  - If abutter notification is required, 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.
- 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.

After the Select Board approves the license, your 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:** After ABCC approval, you will be required to submit the following:

- (IF CHANGE OF MANAGER) Provide proof of TIPS/BAT Certification for the new license manager  
(*Town of Chelmsford Liquor & Common Victualler License Regulations §2.09*)
- Crowd Manager Certification if newly applicable (only applicable to nightclubs, dance halls, discothèques, and bars with an occupancy load of 100 persons or more) <https://www.mass.gov/crowd-manager-regulations-and-training-program>

Once new location or any alterations of the premises are completed according to the plans submitted and the proper certifications have been obtained from the Board of Health and the Building Department, the amended license will be issued.

Please contact me if you have any questions regarding this process.

James Geraghty  
Operations Assistant  
(978) 244-3302  
[jgeraghty@chelmsfordma.gov](mailto:jgeraghty@chelmsfordma.gov)