



GETTING AN ALCOHOLIC BEVERAGE LICENSE

An alcoholic beverage license is needed if you plan to sell, serve, store, distribute, manufacture or deliver alcohol.

HOW?

Alcoholic beverage licenses need to be approved first by the Beverly Licensing Board and then by the Commonwealth of MA Alcoholic Beverages Control Commission (ABCC). The Beverly City Council will ultimately grant pouring licenses and package store licenses with input from the Licensing Board, Board of Health and Police Department; the ABCC grants manufacturing licenses.

Step 1: Decide on the type of license you need (pouring license, package store license or manufacturing license; also need to determine whether you want a license for wine and beer, all alcohol, just wine or just beer).

Step 2: Determine whether a license is available; all cities and towns follow a formula set by the ABCC which controls the number of license that are available, based on population.

- Ask the building owner where you propose to open (there may be an address-specific license available)
- Ask the Clerk of the Licensing Board if the City has any available (this can happen if a license holder ceases operations and turns their license back to the City)
- Investigate whether any current license-holders are advertising their business for sale
- Secure a license on the open market

Step 3: Begin the application process:

- Complete the appropriate online application on the ABCC website, then print and sign it (the Clerk of the Licensing Board can help you figure out which forms are for you)
- Submit the application to the Clerk of the Licensing Board ; she will let you know when your application will be on the agenda of an upcoming Licensing Board meeting
- Attend the Licensing Board meeting; if approved, the Licensing Board will forward your application to the ABCC for review (at this time, ABCC fees are due)
- If the ABCC approves your application, the Beverly City Council will grant your license (at this time, local fees may be due)

KEY CONTACTS and RESOURCES

MARTHA LEWIS, Clerk of the Licensing Board

978.605.2333 or mlewis@beverlyma.gov

Located at City Hall at 191 Cabot Street

Mon-Wed: 8:30-4:30, Thurs: 8:30-7:30, Fri 8:30-1

BEVERLY LICENSING BOARD

<http://www.beverlyma.gov/boards-commissions/licensing-board/>

Meets the 1st Thursday of the month at 6:30pm

ABCC

617.727.3040

239 Causeway Street, Boston

<http://www.mass.gov/abcc/index.htm>