

**TOWN OF WARE, MA**  
**CHECKLIST TO AMEND A LIQUOR LICENSED PREMISE**  
 Contact Executive Assistant to Town Manager at 413-967-9648 ext. 101

	Application Packet for Liquor License Amendments (from A.B.C.C. website, <a href="http://www.mass.gov/abcc">www.mass.gov/abcc</a> )
	Workers' Compensation Insurance Affidavit
	Copy of Deed or Lease Agreement
	Has Assessors' Department been contacted for Abutters' List?
	Has Town Clerk been contacted for Current Business Certificate?
	Has Building Inspector been contacted for licenses, permits or inspections?
	Has Board of Health been contacted for licenses, permits or inspections?
	Has the Planning Board/ZBA been contacted for permits?
	Parcel ID: Map _____ Block _____ Lot _____
	Zoning Designation _____

*The applicant understands that a public hearing will be scheduled, a legal advertisement will be placed which the applicant will be billed for, and the applicant is required to attend the scheduled public hearing for the Board of Selectmen to consider all information.*

Corporation Name: \_\_\_\_\_

D/B/A \_\_\_\_\_

Address of Establishment: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Manager or Contact: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## Coronavirus Update

COVID-19 Vaccine: Find an appointment, learn more about the vaccine *May. 3rd, 2021, 12:00 pm* [Read more](#) \*

For the latest information on COVID-19: Guidance, reopening, case data *May. 13th, 2021, 5:00 pm* [Read more](#) \*

Menu



Mass.gov

Search Mass.gov

# Amending Your Alcoholic Beverages Retail License (ABCC)

If you hold an alcoholic beverages retail license, you may find yourself in situations where you need to update details about your business, such as a change in hours or even a new name. The Alcoholic Beverages Control Commission (ABCC) requires you to file notice of these changes. This guide will walk you through the process of submitting what you need to keep your license up to date with the ABCC.

## TABLE OF CONTENTS

- [Obtaining a Certificate of Compliance \(#-obtaining-a-certificate-of-compliance-\)](#)
- [Making Multiple Amendments to Your Retail License \(#-making-multiple-amendments-to-your-retail-license-\)](#)
- [Amending Your License Classification\(s\) \(#-amending-your-license-classification\(s\)-\)](#)
- [Change of Manager \(#-change-of-manager-\)](#)
- [Alteration of Premises or Location Change \(#-alteration-of-premises-or-location-change-\)](#)
- [Pledge of Collateral \(License, Stock, or Inventory\) \(#-pledge-of-collateral-\(license,-stock,-or-inventory\)-\)](#)
- [Change in Beneficial Interest \(#-change-in-beneficial-interest-\)](#)
- [Change of Business Entity Information \(#-change-of-business-entity-information-\)](#)
- [Change in Hours \(#-change-in-hours-\)](#)
- [Management Agreement Amendment \(#-management-agreement-amendment-\)](#)

Show More

# Obtaining a Certificate of Compliance

After September 10 the following transactions will require a Certificate of Compliance issued by the Massachusetts Department of Unemployment Assistance:

- Transfer of license
- Change of officers/directors/LLC manager
- Change of ownership
- Change of stock interest
- Change of corporate structure change of category
- Change of classification
- Change of corporate name
- Pledge of license
- Stock or inventory
- Management agreement, and
- Change of non-profit club officers and directors

Please [see the guide \(/files/documents/2018/09/06/DUA%20COMPLIANCE%20DIRECTIONS.pdf\)](/files/documents/2018/09/06/DUA%20COMPLIANCE%20DIRECTIONS.pdf) for instructions on how to obtain a Department of Unemployment Assistance Certificate of Compliance (see **Additional Resources**).

## Additional Resources

**Department of Unemployment Assistance Compliance Directions: How to Request a Certificate of Compliance**

(<https://www.mass.gov/doc/department-of-unemployment-assistance-compliance-directions-how-to-request-a-certificate-of/download>)

(PDF 639.91 KB)

## Making Multiple Amendments to Your Retail License

You are allowed to submit multiple changes to your alcoholic beverages retail license if you wish. To do this, you'll need to complete a monetary transmittal form and pay a processing fee of \$200. In addition, you would file any other required paperwork that is specific to the particular change to your license that you request.

## Key Actions

**Forms for Multiple Amendments to an Alcoholic Retail License (ABCC)**

(</service-details/forms-for-multiple-amendments-to-an-alcoholic-retail-license-abcc>)

## Additional Resources

## Amending Your License Classification(s)

### License Category

Changing your license category concerns noting what types of alcohol you sell (e.g., wines and malts vs. cordials vs. all alcohol).

### License Class

Amendments toward your license class concern sales of alcohol products moving from a seasonal to an annual basis, or vice versa.

### License Type

Changing your license type involves noting whether you are a restaurant that sells alcohol or a general business on premises.

## Key Actions

### Amend Your Alcoholic Beverages Retail License: Change of License Category (ABCC)

</how-to/amend-your-alcoholic-beverages-retail-license-change-of-license-category-abcc>

### Amend Your Alcoholic Beverages Retail License: Change of License Class (ABCC)

</how-to/amend-your-alcoholic-beverages-retail-license-change-of-license-class-abcc>

### Amend Your Alcoholic Beverages Retail License: Change of License Type (ABCC)

</how-to/amend-your-alcoholic-beverages-retail-license-change-of-license-type-abcc>

## Additional Resources

### Alcoholic Beverages Control Commission Staff Directory (ABCC)

</service-details/alcoholic-beverages-control-commission-staff-directory-abcc>

## Change of Manager

Follow these steps for changing the manager associated with your licensed business.

## Key Actions

### **Amend Your Alcoholic Beverages Retail License: Change of Manager (ABCC)**

[\(/how-to/amend-your-alcoholic-beverages-retail-license-change-of-manager-abcc\)](#)

## Additional Resources

### **Alcoholic Beverages Control Commission Staff Directory (ABCC)**

[\(/service-details/alcoholic-beverages-control-commission-staff-directory-abcc\)](#)

## Alteration of Premises or Location Change

File this amendment to your license if your business has a new address or you implemented a change in its physical structure (e.g., renovations).

## Key Actions

### **Amend Your Alcoholic Beverages Retail License: Alteration of Premises or Location Change (ABCC)**

[\(/how-to/amend-your-alcoholic-beverages-retail-license-alteration-of-premises-or-location-change-abcc\)](#)

## Additional Resources

### **Alcoholic Beverages Control Commission Staff Directory (ABCC)**

[\(/service-details/alcoholic-beverages-control-commission-staff-directory-abcc\)](#)

## Pledge of Collateral (License, Stock, or Inventory)

If you need to notify the ABCC about a pledge of collateral, please follow these instructions.

## Key Actions

### **Amend Your Alcoholic Beverages Retail License: Pledge of Collateral (License, Stock, or Inventory) (ABCC)**

[\(/how-to/amend-your-alcoholic-beverages-retail-license-pledge-of-collateral-license-stock-or\)](#)

## Additional Resources

**Alcoholic Beverages Control Commission Staff Directory (ABCC)**

</service-details/alcoholic-beverages-control-commission-staff-directory-abcc>

## Change in Beneficial Interest

This procedure applies to changes in:

- Beneficial interest
- Directors or officers for not-for-profit clubs

## Key Actions

**Amend Your Alcoholic Beverages Retail License: Change in Beneficial Interest (ABCC)**

</how-to/amend-your-alcoholic-beverages-retail-license-change-in-change-of-officers-stock-or>

## Additional Resources

**Alcoholic Beverages Control Commission Staff Directory (ABCC)**

</service-details/alcoholic-beverages-control-commission-staff-directory-abcc>

## Change of Business Entity Information

### Change of Corporate Name

As a licensee, you are required to notify the ABCC if you are changing the legal name of your business.

### Change of DBA ("Doing Business As")

As a licensee, you are required to notify the ABCC if you are changing the DBA of your business.

*Note: A change of DBA does not require an ABCC processing fee.*

### Change of Corporate Structure

If your business has a change in legal structure, follow these instructions.

## Key Actions

## **Amend Your Alcoholic Beverages Retail License: Change of Corporate Name (ABCC)**

[\(/how-to/amend-your-alcoholic-beverages-retail-license-change-of-corporate-name-abcc\)](#)

## **Amend Your Alcoholic Beverages Retail License: Change of DBA Registration ("Doing Business As") (ABCC)**

[\(/how-to/amend-your-alcoholic-beverages-retail-license-change-of-dba-registration-doing-business-as\)](#)

## **Amend Your Alcoholic Beverages Retail License: Change of Corporate Structure (ABCC)**

[\(/how-to/amend-your-alcoholic-beverages-retail-license-change-of-corporate-structure-abcc\)](#)

## **Additional Resources**

### **Forms for Multiple Amendments to an Alcoholic Retail License (ABCC)**

[\(/service-details/forms-for-multiple-amendments-to-an-alcoholic-retail-license-abcc\)](#)

## **Change in Hours**

Submit these forms if you are changing your business's hours of operation.

*Note: A change of hours does not require an ABCC processing fee.*

## **Key Actions**

### **Amend Your Alcoholic Beverages Retail License: Change of Hours (ABCC)**

[\(/how-to/amend-your-alcoholic-beverages-retail-license-change-of-hours-abcc\)](#)

## **Additional Resources**

### **Alcoholic Beverages Control Commission Staff Directory (ABCC)**

[\(/service-details/alcoholic-beverages-control-commission-staff-directory-abcc\)](#)

## **Management Agreement Amendment**

Submit this form if you are changing your business's management agreement.



## Coronavirus Update

COVID-19 Vaccine: Find an appointment, learn more about the vaccine *May 3rd, 2021, 12:00 pm* [Read more](#)\*

For the latest information on COVID-19: Guidance, reopening, case data *May 13th, 2021, 5:00 pm* [Read more](#)\*

### Menu



Mass.gov

Search Mass.gov

# Forms for Multiple Amendments to an Alcoholic Retail License (ABCC)

Necessary paperwork to apply for an amendment to an existing alcoholic beverages license.

## Required Forms

- Multiple Transaction Application
- Vote of the Corporate Board  
Include a vote to apply for all amendments you are applying for, signed by an authorized signatory for the entity.

## Additional Resources

### Application for Multiple Amendments - Retail (2/2019)

(<https://www.mass.gov/doc/application-for-multiple-amendments-retail-22019/download>) (PDF 2.39 MB)

**Monetary Transmittal Form (ABCC)** (<https://www.mass.gov/doc/monetary-transmittal-form-abcc/download>) (PDF 169.35 KB)

## Other Requirements

Additional documents are required and are based on the amendment you are applying for. Please see first page of the Multiple Transaction Application, above, for more details.

- Beneficial Interest - Individual
- Beneficial Interest - Organization
- CORI Authorization Form - Officers/Directors of non-profit clubs with no ownership do not need to fill out CORI applications
- Proof of Citizenship
- Passport, Birth Certificate, Voter Registration, Naturalization Papers

- Business Structure Documents
- If corporation or LLC, Articles of Organization from the Secretary of the Commonwealth
  - If partnership, Partnership Agreement
  - If Sole Proprietor, Business Certificate
- Purchase & Sale Agreement
- Pledge Documents
- Supporting Financial Records  
For any financing and/or loans
- Legal Right to Occupy  
Lease or Deed
- Floor Plan
- Abutter's Notification
- Advertisement

## Additional Resources

**ABCC CORI Form (June 2019)** (<https://www.mass.gov/doc/abcc-cori-form-june-2019/download>) (PDF 690.49 KB)

**Application for Multiple Amendments - Retail (2/2019)**

(<https://www.mass.gov/doc/application-for-multiple-amendments-retail-22019/download>) (PDF 2.39 MB)

**Benefit Interest for an Individual** (<https://www.mass.gov/doc/benefit-interest-for-an-individual/download>) (PDF 198.27 KB)

**Benefit Interest for an Organization** (<https://www.mass.gov/doc/benefit-interest-for-an-organization/download>) (PDF 175.33 KB)

**Monetary Transmittal Form (ABCC)** (<https://www.mass.gov/doc/monetary-transmittal-form-abcc/download>) (PDF 169.35 KB)

## CONTACT

---

### Alcoholic Beverages Control Commission

#### Address

95 Fourth Street, Suite 3 , Chelsea, MA 02150-2358

**Directions** (<https://maps.google.com/?q=95+Fourth+Street%2C+Suite+3+%2C+Chelsea%2C+MA+02150-2358>)

#### Phone

(617) 727-3040 (tel:6177273040)

Open M-F 9am-5pm

## RELATED

---

**Alcoholic Beverages Control Commission Staff Directory (ABCC)** (</service-details/alcoholic-beverages-control-commission-staff-directory-abcc>)