



## TOWN OF SHREWSBURY

Richard D. Carney Municipal Office Building  
100 Maple Avenue  
Shrewsbury, Massachusetts 01545-5338

### Process and Forms Needed for an Alcoholic Beverage License *New or Amended*

The Board of Selectmen acts as the Local Licensing Authority for all Alcoholic Beverage licenses as well as other miscellaneous licenses. The following pages detail forms needed by the applicant for all new, transfers, and amended alcohol licenses. **Please note that your application will not be processed until all necessary applications, forms and documents are filled out properly and returned. All fees mentioned must also be included with the application.**

#### Process:

1. Once all complete forms and fees are submitted to the Local Licensing Authority (LLA), the LLA will schedule and publish a public hearing or a meeting with the applicant within 10 business days of receipt (if applicable). The LLA will coordinate all advertisements and notices to abutters (included in your application fee). The hearing may be held no sooner than 10 business days after the advertisement is published. The applicant or a representative must be present for the meeting or hearing.
2. The LLA will then review your application at the hearing or meeting. The LLA has 3 days to submit your application to the Alcoholic Beverage Control Commission (ABCC) after the decision and completion of the meeting/hearing.
3. The ABCC immediately sends the application to the Dept. of Revenue (DOR). If the DOR determines one or more parties owe taxes they will notify the ABCC and the seller. The ABCC will also notify the buyer. The ABCC will not approve the license until the DOR signs off. It is up to the parties, not the ABCC, to resolve tax questions.
4. The ABCC will also have an investigator visit or telephone the applicant to ask certain information about the people involved and the financing. It is important that the parties respond promptly to the investigator's inquiries. Applicants should be aware that there is a possibility that a license may not be issued. Operation without a license can be considered evidence of that applicant's unfitness for a license. It can also lead to revocation of the existing license and possible civil and criminal liability for both buyer and seller if something goes wrong before a license is issued. Until and unless a license is issued the new owner may not take part in operation of the premises and the old owner, if any, is still liable for operation of the premises.
5. Once a license is approved, the LLA must issue the license within seven (7) days of receipt of ABCC approval.

[Click here for Frequently Asked Questions \(FAQ\).](#)

## New License

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### ABCC:

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Visit <https://www.mass.gov/alcoholic-beverages-retail-licenses> for more info, documents and forms

- **\$200 Fee via ePay**
- **Monetary Transmittal Form**
- **New Retail Application 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** Complete one for each individual with financial or beneficial interest in the entity that is applying AND one for the proposed manager of record. *This form must be notarized with a stamp or raised seal.*
- **Manager Application**
- **Proof of Citizenship** for the proposed Manager of Record.
- **Vote of the Corporate Board**
- **Supporting Financial Records** for all financing and or loans, including pledge documents, if applicable.
- **Legal Right to Occupy**, a lease or deed.
- **Floor Plan**
- **Abutter's Notification and Advertisement** – *\*The Town will coordinate this*

*Please Note: you may be requested to submit additional supporting documentation if necessary.*

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### Town of Shrewsbury:

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- [Town of Shrewsbury Application for a License](#)
- [CORI Form](#) for the Manager on Record
- **Check for \$150 made payable to the Town of Shrewsbury**
- [Workers Compensation Affidavit](#)
- **Original Hard Copy of All Submitted Licensing Documents, One (1) Additional Copy, and One (1) Digital Copy ([emailed](#) or on disk/ USB)**
- **Certificate of Liquor Liability Insurance**

*Please Note: A valid Certificate of Inspection must be submitted for all on-premise licenses prior to the release of the license.*

## Transfer License

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### ABCC:

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Visit <https://www.mass.gov/alcoholic-beverages-retail-licenses> for more info, documents and forms

- \$200 Fee via ePay
- Monetary Transmittal Form
- Advertisement – *\*The Town will coordinate this*
- [DOR Certificate of Good Standing](#)
- [DUA Certificate of Compliance](#)
- New/Transfer Retail Application
- 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** Complete one for each individual with financial or beneficial interest in the entity that is applying AND one for the proposed manager of record. *This form must be notarized with a stamp or raised seal.*
- **Manager Application**
- **Proof of Citizenship** for the proposed Manager of Record.
- **Vote of the Corporate Board**
- **Purchase & Sale Agreement**
- **Supporting Financial Records** for all financing and or loans, including pledge documents, if applicable.
- **Legal Right to Occupy**, a lease or deed.

*Please Note: you may be requested to submit additional supporting documentation if necessary.*

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### Town of Shrewsbury:

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- [Town of Shrewsbury Application for a License](#)
- [CORI Form](#) for the Manager on Record
- Check for \$150 made payable to the Town of Shrewsbury
- [Workers Compensation Affidavit](#)
- Original Hard Copy of All Submitted Licensing Documents, One (1) Additional Copy, and One (1) Digital Copy ([emailed](#) or on disk/ USB)
- Certificate of Liquor Liability Insurance

*Please Note: A valid Certificate of Inspection must be submitted for all on-premise licenses prior to the release of the license.*

## Change of Manager

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### ABCC:

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Visit <https://www.mass.gov/alcoholic-beverages-retail-licenses> for more info, documents and forms

- **\$200 fee via ePay**
- **Monetary Transmittal Form**
- **Change of Manager Application**
- **CORI Authorization** Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal*.
- **Vote of the Entity Board**
- **Proof of Citizenship.** Passport, birth certificate, voter registration, or naturalization papers will be accepted.

*Please Note: You may be requested to submit additional supporting documentation if necessary.*

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### Town of Shrewsbury:

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- **[Town of Shrewsbury Application for a License](#)**
- **[CORI Form](#)** for the Manager on Record
- **Check for \$125 made payable to the Town of Shrewsbury**
- **[Workers Compensation Affidavit](#)**
- **Original Hard Copy of All Submitted Licensing Documents, One (1) Additional Copy, and One (1) Digital Copy ([emailed](#) or on disk/ USB)**

## Change of Officers/Directors/LLC Manager

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### ABCC:

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- \$200 fee via ePay
- Monetary Transmittal Form
- [DOR Certificate of Good Standing](#)
- [DUA Certificate of Compliance](#)
- Change of Officers/Directors Application
- CORI Authorization Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal*.
- 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
- Vote of the Entity Board

*Please Note: You may be requested to submit additional supporting documentation if necessary.*

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### Town of Shrewsbury:

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- [Town of Shrewsbury Application for a License](#)
- [CORI Form](#) for the Manager on Record
- Check for \$125 made payable to the Town of Shrewsbury
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## Change of Ownership Interest

(e.g. LLC Members, LLP Partners, Trustees etc.)

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### ABCC:

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Visit <https://www.mass.gov/alcoholic-beverages-retail-licenses> for more info, documents and forms

- **\$200 fee via ePay**
- **Monetary Transmittal Form**
- **Advertisement (New Stockholder Only)\* *The Town will coordinate this***
- **[DOR Certificate of Good Standing](#)**
- **[DUA Certificate of Compliance](#)**
- **Change of Officers/Directors Application**
- **Financial Statement**
- **CORI Authorization** Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal.*
- **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
- **Vote of the Entity Board**
- **Purchase and Sale Agreement**
- **Supporting Financial Records**

*Please Note: You may be requested to submit additional supporting documentation if necessary*

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### Town of Shrewsbury:

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- **[Town of Shrewsbury Application for a License](#)**
- **[CORI Form](#)** for the Manager on Record
- **Check for \$125 made payable to the Town of Shrewsbury**
- **[Workers Compensation Affidavit](#)**
- **Original Hard Copy of All Submitted Licensing Documents, One (1) Additional Copy, and One (1) Digital Copy ([emailed](#) or on disk/ USB)**

## Change of Stock Interest

(e.g. New Stockholders or Transfer or Issuance of Stock)

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### ABCC:

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- \$200 fee via ePay
- Monetary Transmittal Form
- Advertisement (New Stockholder Only) \* *The Town will coordinate this*
- [DOR Certificate of Good Standing](#)
- [DUA Certificate of Compliance](#)
- Change of Officers/Directors Application
- Financial Statement
- **CORI Authorization** Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal.*
- **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
- **Vote of the Entity Board**
- **Purchase and Sale Agreement**
- **Supporting Financial Records**

*Please Note: You may be requested to submit additional supporting documentation if necessary.*

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### Town of Shrewsbury:

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- [Town of Shrewsbury Application for a License](#)
- [CORI Form](#) for the Manager on Record
- Check for \$125 made payable to the Town of Shrewsbury
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## Alteration of Premises

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### ABCC:

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- \$200 fee via ePay
- Monetary Transmittal Form
- Advertisement\* *The Town will coordinate this*
- Alteration of Premises/Change of Location Application
- Vote of the Corporate Board
- Supporting financial records
- Legal Right to Occupy (This is either a lease or deed.)
- Floor Plan
- Abutter's Notification\* *The Town will coordinate this*

*Please Note: You may be requested to submit additional supporting documentation if necessary.*

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### Town of Shrewsbury:

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- [Town of Shrewsbury Application for a License](#)
- Check for \$150 made payable to the Town of Shrewsbury
- [Workers Compensation Affidavit](#)
- Original Hard Copy of All Submitted Licensing Documents, One (1) Additional Copy, and One (1) Digital Copy ([emailed](#) or on disk/ USB)

**\*The applicant should also contact the Building Inspector at 508-841-8512 to review any additional requirements from a zoning and building perspective**



## Change of Location

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### ABCC:

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Visit <https://www.mass.gov/alcoholic-beverages-retail-licenses> for more info, documents and forms

- **\$200 fee via ePay**
- **Monetary Transmittal Form**
- **Advertisement**
- **Alteration of Premises/Change of Location Application**
- **Vote of the Corporate Board**
- **Supporting financial records**
- **Legal Right to Occupy (This is either a lease or deed)**
- **Floor Plan**
- **Abutter's Notification\* *The Town will coordinate this***

*Please Note: You may be requested to submit additional supporting documentation if necessary.*

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### Town of Shrewsbury:

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- **[Town of Shrewsbury Application for a License](#)**
- **Check for \$150 made payable to the Town of Shrewsbury**
- **[Workers Compensation Affidavit](#)**
- **Original Hard Copy of All Submitted Licensing Documents, One (1) Additional Copy, and One (1) Digital Copy ([emailed](#) or on disk/ USB)**

## Change of Corporate Structure

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### ABCC:

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Visit <https://www.mass.gov/alcoholic-beverages-retail-licenses> for more info, documents and forms

- \$200 fee via ePay
- Monetary Transmittal Form
- [DOR Certificate of Good Standing](#)
- [DUA Certificate of Compliance](#)
- Change of Corporate Structure Application
- 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
- Vote of the Corporate Board

*Please Note: You may be requested to submit additional supporting documentation if necessary.*

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### Town of Shrewsbury:

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- [Town of Shrewsbury Application for a License](#)
- [CORI Form](#) for the Manager on Record
- Check for \$125 made payable to the Town of Shrewsbury
- [Workers Compensation Affidavit](#)
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## Change of License Type

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### ABCC:

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- **\$200 fee via ePay**
- **Monetary Transmittal Form**
- **Change of License Type Application**
- **Vote of the Corporate Board**

*Please Note: You may be requested to submit additional supporting documentation if necessary.*

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### Town of Shrewsbury:

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- [Town of Shrewsbury Application for a License](#)
- **Check for \$125 made payable to the Town of Shrewsbury**
- [Workers Compensation Affidavit](#)
- **Original Hard Copy of All Submitted Licensing Documents, One (1) Additional Copy, and One (1) Digital Copy ([emailed](#) or on disk/ USB)**

## Change of Category

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### ABCC:

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Visit <https://www.mass.gov/alcoholic-beverages-retail-licenses> for more info, documents and forms

- \$200 fee via ePay
- Monetary Transmittal Form
- Advertisement & Abutter's Notification *\*The Town will coordinate this*
- [DOR Certificate of Good Standing](#)
- [DUA Certificate of Compliance](#)
- Change of Category Application
- Vote of the Corporate Board

*Please Note: You may be requested to submit additional supporting documentation if necessary.*

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### Town of Shrewsbury:

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- [Town of Shrewsbury Application for a License](#)
- Check for \$150 made payable to the Town of Shrewsbury
- [Workers Compensation Affidavit](#)
- Original Hard Copy of All Submitted Licensing Documents, One (1) Additional Copy, and One (1) Digital Copy ([emailed](#) or on disk/ USB)

## Change of Classification

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ABCC:

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- \$200 fee via ePay
- Monetary Transmittal Form
- Advertisement & Abutter's Notification *\*The Town will coordinate this*
- [DOR Certificate of Good Standing](#)
- [DUA Certificate of Compliance](#)
- Change of Classification Application
- Vote of the Corporate Board

*Please Note: You may be requested to submit additional supporting documentation if necessary.*

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Town of Shrewsbury:

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- [Town of Shrewsbury Application for a License](#)
- Check for \$150 made payable to the Town of Shrewsbury
- [Workers Compensation Affidavit](#)
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## Change of Corporate Name

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ABCC:

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- \$200 fee via ePay
- Monetary Transmittal Form
- [DOR Certificate of Good Standing](#)
- [DUA Certificate of Compliance](#)
- Change of Corporate Name
- Application Vote of the Corporate Board
- 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

*Please Note: You may be requested to submit additional supporting documentation if necessary.*

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Town of Shrewsbury:

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- [Town of Shrewsbury Application for a License](#)
- Check for \$125 made payable to the Town of Shrewsbury
- [Workers Compensation Affidavit](#)
- Original Hard Copy of All Submitted Licensing Documents, One (1) Additional Copy, and One (1) Digital Copy ([emailed](#) or on disk/ USB)

## Change of Corporate DBA

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### ABCC:

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Visit <https://www.mass.gov/alcoholic-beverages-retail-licenses> for more info, documents and forms

- No Fee
  - No Fee Monetary Transmittal Form
  - Change of DBA Application
  - Vote of the Corporate Board
  - [Business Certificate](#)
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### Town of Shrewsbury:

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- [Town of Shrewsbury Application for a License](#)
- No Fee
- [Workers Compensation Affidavit](#)
- Original Hard Copy of All Submitted Licensing Documents, One (1) Additional Copy, and One (1) Digital Copy ([emailed](#) or on disk/ USB)

## Change of Hours

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ABCC:

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Visit <https://www.mass.gov/alcoholic-beverages-retail-licenses> for more info, documents and forms

- No Fee
- No Fee Monetary Transmittal Form
- Vote of Corporate Board for the Change

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Town of Shrewsbury:

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- [Town of Shrewsbury Application for a License](#)
- No Fee
- [Workers Compensation Affidavit](#)
- Original Hard Copy of All Submitted Licensing Documents, One (1) Additional Copy, and One (1) Digital Copy ([emailed](#) or on disk/ USB)



## Change of Pledge of License, Stock or Inventory

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### ABCC:

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Visit <https://www.mass.gov/alcoholic-beverages-retail-licenses> for more info, documents and forms

- \$200 fee via ePay
- Monetary Transmittal Form
- [DOR Certificate of Good Standing](#)
- [DUA Certificate of Compliance](#)
- Change of Pledge of License, Stock or Inventory Application
- Vote of the Corporate Board
- Pledge documentation
- Promissory note

*Please Note: You may be requested to submit additional supporting documentation if necessary.*

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### Town of Shrewsbury:

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- [Town of Shrewsbury Application for a License](#)
- Check for \$125 made payable to the Town of Shrewsbury
- [Workers Compensation Affidavit](#)
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## Management Agreement

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ABCC:

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- \$200 fee via ePay
- Monetary Transmittal Form
- [DOR Certificate of Good Standing](#)
- [DUA Certificate of Compliance](#)
- Vote of the Corporate Board
- Management Agreement

*Please Note: You may be requested to submit additional supporting documentation if necessary.*

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Town of Shrewsbury:

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- [Town of Shrewsbury Application for a License](#)
- Check for \$125 made payable to the Town of Shrewsbury
- [Workers Compensation Affidavit](#)
- Original Hard Copy of All Submitted Licensing Documents, One (1) Additional Copy, and One (1) Digital Copy ([emailed](#) or on disk/ USB)

## *Non-Profit Club Change of Manager*

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### ABCC:

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Visit <https://www.mass.gov/alcoholic-beverages-retail-licenses> for more info, documents and forms

- **\$200 fee via ePay**
- **Monetary Transmittal Form**
- **Change of Manager Application**
- **Vote of the club signed by an approved officer**
- **CORI Authorization** Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal*.
- **Proof of Citizenship.** Passport, birth certificate, voter registration, or naturalization papers will be accepted.
- **Updated Officers and Directors\***

\*Please ensure to update your officers and directors *simultaneously* or **PRIOR** to applying for a change of manager. It will be returned with no action taken if the officers and directors do not match ABCC records.

*Please Note: You may be requested to submit additional supporting documentation if necessary.*

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### Town of Shrewsbury:

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- [Town of Shrewsbury Application for a License](#)
- Check for \$125 made payable to the Town of Shrewsbury
- [Workers Compensation Affidavit](#)
- **Original Hard Copy of All Submitted Licensing Documents, One (1) Additional Copy, and One (1) Digital Copy ([emailed](#) or on disk/ USB)**

## *Non-Profit Club Change of Officers/Directors*

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### ABCC:

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Visit <https://www.mass.gov/alcoholic-beverages-retail-licenses> for more info, documents and forms

- \$200 fee via ePay
- Monetary Transmittal Form
- [DOR Certificate of Good Standing](#)
- [DUA Certificate of Compliance](#)
- Change of Officers/Directors Application
- Vote of the club signed by an approved officer
- Business Structure Documents-Articles of Organization from the Secretary of the Commonwealth

*Please Note: You may be requested to submit additional supporting documentation if necessary.*

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### Town of Shrewsbury:

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- [Town of Shrewsbury Application for a License](#)
- Check for \$125 made payable to the Town of Shrewsbury
- [Workers Compensation Affidavit](#)
- Original Hard Copy of All Submitted Licensing Documents, One (1) Additional Copy, and One (1) Digital Copy ([emailed](#) or on disk/ USB)