

## NEW LICENSE

### REQUIRED DOCUMENTS

#### Alcoholic Beverage Control Commission (ABCC)

Use this link [Alcoholic Beverages Retail Licenses | Mass.gov](#) for ABCC documents

- LLA Certification (Completed by LLA)**
- \$200 Fee via ePay**
- Monetary Transmittal Form**
- New Retail Application**
- Manager Application**
- Vote of the Corporate Board (Entity)**
- 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 a 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.***
- Proof of Citizenship** for the proposed Manager of Record. Passport, birth certificate, voter registration, or naturalization papers will be accepted.
- Supporting Financial Records** for all financing and or loans, including pledge documents, if applicable.
- Legal Right to Occupy**, a lease or deed.
- Floor Plan** <sup>(2)</sup>
- Abutter's Notification** <sup>(3)</sup>
- Advertisement** <sup>(1)</sup>

#### LOCAL LICENSING AUTHORITY (LLA)

- All ABCC Required Documents shown above**
- \$75 filing fee and license fees payable to Town of Braintree** <sup>(4)</sup>
- Common Victualler License Application (not required for Section 15 applicants)** <sup>(5)</sup>
- Town of Braintree CORI Authorization Form** <sup>(5)</sup> This is a separate CORI Form, different from the ABCC 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.***
- DBA Certificate (if applicable)** <sup>(6)</sup>
- Copy of alcohol server training certification** for the proposed Manager of Record (Town of Braintree requires certification every 3 years)
- Resume, Change of Manager**

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| <ul style="list-style-type: none"><li>(1) LLA will draft legal notice and submit draft notice to petitioner for review. Upon approval by the petitioner, LLA will schedule placement with Patriot Ledger with payment direct billed to petitioner by Patriot Ledger.</li><li>(2) Detailed floor plan required along with proposed parking area</li><li>(3) Contact Assessors Office (781-794-8050) to order abutter's list. LLA will provide the abutter's notification document with mailing directions. Mailing will be Certified Mail Return Receipt with Affidavit of Notice to Abutters submitted to LLA at time of mailing. Applicant responsible for all costs.</li><li>(4) Fee schedule attached</li><li>(5) Forms attached</li><li>(6) Available from the Town Clerk's Office upon approval of the License</li></ul> |
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**Please Note: you may be requested to submit additional supporting documentation if necessary. Hearing date will not be scheduled until all documents are submitted and reviewed by LLA**  
**Please download copy of Town's Policy & Regulations Governing Liquor Licenses at...**  
[Board of License Commissioners | Braintree, MA \(braintreema.gov\)](#)