



TOWN OF ORLEANS

19 SCHOOL ROAD ORLEANS MASSACHUSETTS 02653-3699

Telephone (508) 240-3700 – Fax (508) 240-3703

<http://www.town.orleans.ma.us>

BOARD OF
SELECTMEN

TOWN
ADMINISTRATOR

CHANGE OF LICENSE TYPE APPLICANT PROCEDURE (Liquor License)

This transaction is changing a §12 license from one type to another. There are 5 types of licenses under §12: 1) restaurant 2) hotel 3) club 4) tavern 5) general on premises.

All ABCC license forms are on the ABCC website: mass.gov/abcc. The ABCC requires forms to be filled out online. Bring hard copies to the Town Administrator's/Selectmen's Office. You may pay the ABCC fee online (preferred method) or bring a separate check or money order in the amount of \$200 made payable to the COMMONWEALTH OF MASSACHUSETTS AND/OR ALCOHOLIC BEVERAGES CONTROL COMMISSION.

- _____ \$50.00 filing fee, payable to the Town of Orleans
- _____ \$200.00 check, bank check or money order payable to the COMMONWEALTH OF MASSACHUSETTS AND/OR ALCOHOLIC BEVERAGES CONTROL COMMISSION
- _____ Retail Alcoholic Beverages License Application Monetary Transmittal Form
- _____ Petition for a Change of License
- _____ Vote of the Corporate Board or LLC authorizing the changes

PLEASE NOTE:

- 1) **TIME FRAME FOR LEGAL ADVERTISEMENTS** - complete applications must be filed in the Selectmen's Office before a legal advertisement is sent to the paper by that office. Applications arriving on or before **noon on Thursday** will have advertisement published the following week in the Friday Cape Codder newspaper. Advertisements must appear **10 full days** before the hearing date and hearings are held every **1st and 3rd Wednesday** of each month.
- 2) **Form 43 WILL BE FILLED OUT BY THE SELECTMEN'S OFFICE** after the Board of Selectmen's hearing on the application. Form 43 will be sent out to the ABCC with all other necessary paperwork (along with a newspaper notice).
- 3) **CHANGING A 6-DAY LICENSE TO A 7-DAY LICENSE IS AN ORIGINAL/NEW LICENSE APPLICATION. IT IS NOT A CHANGE OF LICENSE TYPE**

Revised: January 25, 2011