



Town of Falmouth

59 Town Hall Square
Falmouth MA 02540
508-495-7320

Application for Change of Officers/Directors/LLC Managers,

Change of Ownership Interest

Change of Stock Interest

Restaurant, Club, Hotel, or Package Store Liquor License Checklist

Provide a complete application at least 3 weeks prior to the Select Board hearing date.

Step 1: *Complete the application and all requirements:*

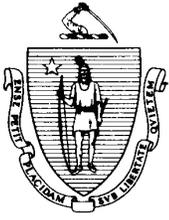
- Complete, save, and print all pages of the ABCC application found at www.mass.gov/ABCC and provide all items listed on the ABCC application checklist on page 2.
- Applications for Change of Ownership or Change of Stock interest:
 - Assessor's Office - Obtain a Certified List of Abutters: *immediate abutters plus churches and schools within 500'.*

Step 2: *Now you are ready to submit the application to the Select Board.*

- Submit all pages of the ABCC application and all supporting documents, *see page 2.*
- A License Hearing is scheduled, and a Notice of Hearing is emailed to the applicant.
- Submit all pages of the Certified List of Abutters with the application - *if required.*
- Applicant sends the Notice of Hearing to abutters by Certified Mail within 3 days of the Hearing advertisement - *if required.*
- Submit the Affidavit of Abutter Notification with the receipts from the certified mailing to be part of the application - *if required.*
- In most cases the manager does not need to attend the Select Board meeting.

Proofread the application carefully. Incomplete applications may be returned.

For questions contact licensing@falmouthma.gov or call 508-495-7320



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
 www.mass.gov/abcc

APPLICATION FOR MULTIPLE AMENDMENTS

Please select all of the amendments you are applying for(continued):

- CHANGE OF OFFICERS/DIRECTORS/LLC MANAGERS**

\$200 fee via [ABCC website](#) and Payment Receipt

Monetary Transmittal Form

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Officers/Directors Application

Vote of the Entity Board

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

- CHANGE OF OWNERSHIP INTEREST (e.g. LLC Members, LLP Partners, Trustees etc.)**

\$200 fee via [ABCC website](#) and Payment Receipt

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Change of Officers/Directors Application

Financial Statement

Vote of the Entity Board

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If partnership, **Partnership Agreement**

If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

Purchase and Sale Agreement

Supporting Financial Records

Advertisement*

- CHANGE OF STOCK INTEREST (e.g. New Stockholders or Transfer or Issuance of Stock)**

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Advertisement*

**If abutter notification and advertisement are required for transaction, please see the local licensing authority.*