



City of New Bedford
OFFICE OF THE LICENSING BOARD
CITY HALL, ROOM 206

LIQUOR LICENSE RENEWAL NOTICE

STATE LAW REQUIRES THAT ALL 2017 LIQUOR LICENSES RENEWALS **MUST** BE SIGNED FOR **BOTH** ELECTRONICALLY & IN PAPER FORM DURING THE MONTH OF NOVEMBER.

BEGINNING NOVEMBER 1ST, TO ENSURE THAT YOUR RENEWAL IS PROCESSED IN A TIMELY MANNER, WE KINDLY ASK THAT YOU COMPLETE THE RENEWAL PROCESS BY **NOVEMBER 23RD**.

*****FAIR WARNING*****

FAILURE TO RENEW YOUR LIQUOR LICENSE BY NOVEMBER 30, 2016, WILL RESULT IN YOUR LIQUOR LICENSE EXPIRING ON DECEMBER 31, 2016; AT WHICH TIME BY LAW, YOU WILL BE ORDERED CLOSED AT MIDNIGHT AND YOU WILL BE REQUIRED TO REMAIN CLOSED UNTIL SUCH A TIME THAT YOU APPLY WITH THE ABCC FOR THE RE-STATEMENT OF YOUR LIQUOR LICENSE AND RECEIVE SAID APPROVAL, WHICH COULD TAKE UP TO 4-6 WEEKS.

The renewal process is as follows:

1. All liquor license renewals **MUST** be completed **by November 30, 2016**; any renewal signed for between November 28th though November 30th, will be assessed a \$25.00 Administration Fee.
2. **Prior to coming in** to sign your renewal forms, you **MUST** log into your ePlace Portal Account and **renew your liquor license electronically with the ABCC**; you will receive a help guide from the ABCC via e-mail on or about November 1st.
3. After renewing your liquor license electronically, you are **required** to come into the Licensing Board Office to sign your 2017 renewal forms; you are **required** to bring in with you, those documents that will be noted in our written renewal notice of October 24, 2016 that you will be receiving shortly.
4. All 2017 licenses will be available for pick up on December 1, 2016, which **MUST BE** paid for in person and picked up **by December 28, 2016**.

Please be advised that there will not be any reminder phone calls, it is your responsibility as a liquor license holder to renew and pick up your license (s) in a timely manner.

Should you have any questions regarding this notice, please contact this office immediately.
508-979-1458

Office of the Licensing Board