

Please note the following terminology that is found in the new e-filing Application:

- “Contacts” – In eLicensing, all individuals and organizations that are connected to an Alcoholic Beverages Application are identified as different types of “Contacts.”
  - **Application Contact** (replaces the “Contact Person”): This is the person who is filling out the application and will be contacted with questions regarding the application.
  - **Manager Contact** (replaces the “Manager of Record”): This is the Manager of Record for the licensee or proposed licensee.
  - **Business Contact** (replaces the LICENSEE): The Business Contact section IS the licensee. The name on the business contact should be the name of the licensee. This is generally the corporate name, though it can be a sole proprietor.
  - **Beneficial Interest Contacts** (replaces any person or entity with interest in the license or proposed license)
    - **Beneficial Interest – Individual Form** (replaces the Personal Information Form): One Beneficial Interest – Individual Form should be completed for every person with a direct interest (financial or not) in the license/proposed license AND/OR any individual with an indirect interest in the license/proposed license. An indirect interest is defined as having an interest in a parent company, but not directly in the licensee.
    - **Beneficial Interest – Organization Form**: One Beneficial Interest Organization Form should be completed for every organization that has a direct or indirect interest in the license/proposed license.

### ***Timeliness of Filing:***

**Applications for licenses to sell alcoholic beverages or changes thereto, must be e-filed (See Link Below) at least Sixteen (16) business days prior to a scheduled meeting.**

All required documents and payments that must be submitted to the City of New Bedford Licensing Board, as noted on this page, ***must be submitted immediately*** to the Licensing Board Office, upon E-Filing your application to the ABCC.

All e-filings, with all the required information inputted and supporting documentation attached, must be deemed complete by the Director of the Licensing Board twelve (12) business days prior to a scheduled meeting in order to be placed on that month’s agenda. If these deadlines are not met, the application *will not* be placed on that month’s agenda. Instead, it will be placed on the agenda for the following month.

### **[eLicensing and ePermitting Portal](#)**

**The Following *Must Be Submitted Immediately* to the Licensing Board Office upon E-Filing your Application to the ABCC (Please Review Carefully):**

**\$125.00 (New Fee Effective 08/15/16) – Must Be Paid By Check Payable to the *City of New Bedford*. (Required For All Applications)**

**\$190.00 – An Advertisement Fee Must Be Submitted By Check Payable to *the Standard Times*. This payment is required for the following transactions:**

- **Transfer of an Existing License**
- **New Farmer’s Series Pouring Permit**
- **Altering of Premises (Addition To or Change of Description)**
- **Change of Premises Location**
- **Change of Beneficial Interests (New Officers, Directors, & Stockholders)**
- **Transfer or Issuance of Stock**



[Request for Abutters List link](#) (If required, please contact this office for a copy of the “ad” to mail.)

The following transactions require an abutters list with those listed to be notified by “Certified Mail”:

- Transfer of an Existing License (If New Location)
- New Farmer’s Series Pouring Permit
- Altering of Premises (Addition To or Change of Description)
- Change of Location



[Business Plan Link](#)

The following transactions require a “Business Plan”:

- Transfer of an Existing License
- New Farmer’s Series Pouring Permit
- Altering of Premises (Addition To or Change of Description)
- Change of License Type
- Change of Location



[Transfer Agreement Link](#)

The following transaction requires a “Transfer Agreement”:

- Transfer of an Existing License



Copy of Your Business Certificate – *May Be Obtained From the City Clerk’s Office o Room 118*

The following transactions require Business Certificate, if the license name has a d/b/a (Doing Business As):

- Transfer of an Existing License
- New Farmer’s Series Pouring Permit



\$200.00 – Must be submitted by E-PAY through EPlace Portal

This payment must be submitted *immediately*, once a hearing is held on the application and is approved by the New Bedford Licensing Board; your pending application *cannot be released* to the ABCC for consideration *until this payment is made*.