



TOWN OF WINTHROP LICENSE COMMISSIONERS

APPLICATION FOR A COMMON VICTUALLER'S LICENSE

In accordance with the provisions of Massachusetts General Law and subject to regulations adopted by the Licensing Commission of the Town of Winthrop, application is hereby made for a Common Victualler's License.

Proprietor's

Name:

First, Middle Initial and Last Name

Proprietor's

Residential Address:

Street Number and Address

City/Town, State and Zip Code

Telephone Number:

Home Telephone

Business Telephone

Business Name:

Corporation Name w/dba

Fax number

Business

Address:

Street Number and Address

Winthrop, MA 02152

email address

Business Hours:

Does your business use a weighing
or measuring device for Commercial
Sales? Yes No

Dumpster Permit:

Yes (If yes, attach copy.)

No

I herein certify under penalty of perjury that, to the best of my knowledge and belief, I have filed all state tax returns and have paid in full all state and local taxes, fees or other assessments due to the Commonwealth of Massachusetts or the Town of Winthrop.

Signed:

Signature of Individual or Corporate Name (Mandatory)

By:

Corporate Officer Signature

Tax I.D.#:

S.S. # (Voluntary) or Federal I.D. No.

Date:

Date of Application Filing

WARNING:

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This license will not be issued unless this certification is signed by the Applicant.

Your Social Security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency status will be subject to license suspension or revocation. This request is made under the authority of MGL c. 62C, § 49A.

LICENSE GRANTED AND RELEASED:

Fee:

- New: \$100.00
 Renewal \$ 50.00

Date Paid: _____

**IMPORTANT NOTICE: THIS LICENSE
EXPIRES ANNUALLY ON DECEMBER 31ST.**

NEW BUSINESS

COMMON VICTUALLER PROCESSING INSTRUCTIONS

1. **NEW BUSINESS**, i.e., restaurant, coffee shop, and the manager/owner must meet with the Building Inspector before proceeding. Also, instruct the manager/owner to meet with the Health Inspector regarding various permits required by the Health Department.
2. After meeting with the Building Inspector, the business owner must submit a detailed Business Plan to the Clerk of the Board of License along with a completed Common Victualler Application (attached) and any information pertaining to use of business...menu/ pictures... etc.
3. The Town Inspectors: Building, Wire, Plumbing, Health and Fire will make arrangements with the owner to inspect the business ensuring everything is up to code. The Inspectors will submit either an "Approved" or "Disapproved" Inspection Report to this office. If all inspections have been "Approved", the business/owner will be put on the next Licensing Commission Agenda for review and approval.
4. Prior to being placed on the Licensing Board Agenda, a Public Notice will be placed in the local newspaper (Winthrop Transcript) by this office informing the public of the meeting. The cost of the Public Notice is \$100.00, made payable to Independent News.
5. The owner/manager will be invited to attend this meeting as he/she may be asked questions pertaining to the business and the owner/manager will also have an opportunity to voice any questions or concerns they might have.
6. If the Licensing Commission approves and signs the Common Victualler License, the Clerk will date stamp the CV License (make copy of license for office file). At this time, the owner/manager will be notified to come in and pay the fee (\$100 new license) and pick-up the license that is to be displayed prominently at the business.
7. If any of the Town Inspectors fails to submit an "Approved" report or a "Conditional" report, it is up to the owner/manager to correct any condition(s) that has been noted and to inform the Inspector involved so that he may conduct a re-inspection. If the condition(s) has been corrected, see above procedure.

NOTES:

- a. A Common Victualler (CV) License allows restaurants, etc. to prepare and sell food to the public.
- b. Common Victualler Licenses are **non-transferable**. If the business is being sold, the new owner must follow the above procedures.
- c. The CV License is renewed annually effective January 1: new license fee is \$100.00 – renewal fee \$50.00
- d. Please check Town Website for date of Board of License Meeting if unsure, or call the Board of License Office at 617-846-1742 x1034.