



CAMBRIDGE LICENSE COMMISSION

831 Massachusetts Avenue, First Floor, Cambridge, Massachusetts 02139

NOTICE OF VOTE: NEW ALCOHOL APPLICATION REQUIREMENTS & APPLICATION FEE (\$25.00)

During the Board of License Commissioners' (the "Board") public meeting of October 3, 2018, the Board discussed the Alcoholic Beverages Control Commission's ("ABCC") discontinuation of online applications. Based on the discussion, application process, and requirements of G. L. c. 138, the Board voted (3-0) to add requirements to the way alcohol related applications are submitted, and an application fee.

The ABCC is the state regulatory agency that works with local boards to license and regulate the sale and service of alcohol. To be able to operate a business that engages in the sale or service of alcohol in Cambridge, you must, at a minimum, submit an ABCC application (along with the Board's forms) that must be granted by the Board and the ABCC.

More than two years ago, the ABCC launched a pilot program for an online application system (e-portal). For the past two years, the City of Cambridge was one of the municipalities that fully participated in the ABCC's pilot program for online applications. During this time, the Board also implemented its own online licensing/permitting system (ViewPoint) to fully streamline the process for all applicants. This meant that applicants/licensees would submit the ABCC's application online through e-portal, and the Board's application and additional required documents online through ViewPoint.

The ABCC's online application system pilot program has ended and the ABCC decided to return to paper applications. This means that applicants can no longer submit the ABCC application and required documents online and must submit them on paper directly to the Board. Any approved applications and documents, must then be mailed by the Board to the ABCC. This will result in a significant increase in processing time and postage costs.

The Board's online program continues, and the Board's application and documents must be submitted through ViewPoint. ViewPoint provides the Board with all other documents and information necessary for the Board to make its determination. In addition, the online record is necessary so that applicants can view the progress of their application. If a license is granted, having the online record allows licensees to renew online each November and view their record at any time.

Accordingly, as of November 1, 2018, any alcohol-related application submitted to the Board must also include: **two (2) paper copies of the ABCC application with two (2) copies of all required ABCC supporting documentation; and an application fee (\$25.00) to the City of Cambridge.** All other requirements regarding the applications remain the same: an application through ViewPoint attaching any Board required supporting documents; a hearing (\$100.00) fee, if applicable; an advertising (\$75.00) fee, if applicable; and Criminal Offender Record Information check fee (\$10.00/each), if applicable. All fees are payable online through ViewPoint or in person at the License Commission.

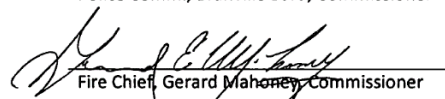
Board Voted: October 3, 2018

Vote Posted: October 23, 2018

By the Board of License Commissioners:


Nicole Murati Ferrer, Esq., Chair


Police Comm., Branville Bard, Commissioner


Fire Chief, Gerard Mahoney, Commissioner