

CITY OF HAMPTON
APPLICATION FOR LICENSE TO SELL ALCOHOLIC BEVERAGES

Instructions For Completing:

1. Application for Alcohol Permit must be typed or completed in blue ink. Do not use pencil.
2. Review Chapter 6 of the City of Hampton Ordinances regarding alcohol licenses and permits.
3. Any person, firm or business entity who or which owns property leased to an Applicant, which lease provides for payment based on the level of alcoholic beverage derived income, shall be considered a co-applicant and must meet all qualifications contained in the Application and Chapter 6 of the City Code of Ordinances. See Section 6-23(b)(6).
4. Complete the Application for Permit and submit original documents to the City Clerk. See Section 6-22.
5. Complete the Applicant Affidavit before a notary for each person, entity or agent so required. See Section 6-23.

The affidavit must be completed by:

- (a) the Applicant where the Business is a sole proprietorship,
- (b) a partner where the Business is a partnership; or
- (c) a managing agent where the Business is a corporation, limited liability company, or other similar business entity.

This affidavit must also be completed by the following where applicable:

- (a) the property/premises owner if the Applicant is a tenant;
- (b) a majority stockholder where the primary business purpose is the sale of alcohol (where 50% or more of the gross sales are derived from alcohol).

6. Attach a complete set of fingerprints of the applicant, applicant's representative or managing agent. (Note requirements for other partners, members of business entity, president and secretary of corporation, majority stockholders, landlords and any other person or entity deemed a co-applicant).
7. Attach a copy of the following documents, if applicable. See Section 6-23.
 - (a) partnership agreement, operating agreement, articles of organization, certificate of organization, and other organizational documents;
 - (b) articles of incorporation, certificate of incorporation, by-laws, and other organizational documents; and
 - (c) commercial lease with owner of premises.

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8. Attach a survey of the premises in accordance with Section 6-23.
9. Submit completed Application, all attachments and fees for license to City Clerk.
10. All applications for the issuance of new licenses shall be filed with the City Clerk at least ten (10) days prior to the next regular meeting of the City Council to be considered at that meeting.
11. You must attend the meeting before the City Council regarding your application. Contact the City Clerk to obtain documentation if approved. See Section 6-23(f).
12. A service charge of \$50.00 will be applied for any checks returned for insufficient funds, and the City reserves the right to request payments by certified funds or cashier's check thereafter.
13. The processing of the application may be delayed unless it is properly signed, notarized, complete information furnished and applicable questions answered. Incomplete applications may result in denial by the City Council.
14. Should any changes occur during the year for which a license is issued pursuant to this application which would require a different answer to any question contained in this application and affidavits made a part hereof, such change shall be reported to the City in writing within ten (10) days.

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