

Thank you for your interest in obtaining a Common Victualler License to sell food in the Town of Hamilton. The Select Board serves as the Local Licensing Authority for this license. To apply, please follow the steps outlined below:

1. Complete a Common Victualler's License Application: Fill out and sign the attached application form, ensuring all required sections are completed.
2. Obtain Preliminary Approvals: Before submitting your application, secure initial approvals from the Board of Health, Fire Department and Building Department.
3. Gather Supporting Documents
 - o Copy of Tax Law Compliance Form
 - o Copy of Food Service Permit from Board of Health
4. Submit Application and Fee: Deliver the completed application packet, along with the supporting documents and a non-refundable fee of \$50 (payable to the Town of Hamilton), to the Town Manager's Office. Applications can be submitted via email to the Select Board at cfarrell@hamiltonma.gov or hand-delivered to the Town Manager's Office at the Patton Homestead.
5. Attend the Select Board Meeting: Once your application and accompanying materials are received and reviewed, the license will need to be approved by the Hamilton Select Board during one of their regular public meetings. The Town Manager's Office will notify businesses of the date the application will be discussed and placed on the agenda. It is recommended that you attend this meeting to address any potential questions before the Select Board votes.

Applicant Submission Checklist:

- Completed Application
- Check made out to the Town of Hamilton (Memo: New Common Victualler's License + year)
- Copy of Tax Law Compliance Form
- Copy of Food Service Permit from Board of Health
- Submit packet to Town Manager's Office
- Attend Select Board meeting (recommended)