



# TOWN OF WAREHAM

## BOARD OF SELECTMEN

No. 2014-01

### POLICY – FILING OF LICENSE APPLICATIONS

#### **Section 1.**

Completed applications for licenses must be filed with the Board of Selectmen no less than 15 business days prior to the event sought to be licensed (exceptions are at the discretion of the Board of Selectmen).

#### **Section 2.**

An application shall not be deemed to be complete until the application form is fully filled out and signed by the applicant, and until the application fee has been paid.

#### **Section 3.**

As required by statute, applicants for entertainment licenses must fully describe the proposed entertainment. General catchall descriptions, such as "live entertainment" are insufficient in detail.

#### **Section 4.**

- (a) Upon receipt of an application, it is the practice of the Board of Selectmen's staff to consult with Treasurer Collector's delinquency list, and to advise the Board of any delinquencies. Since the Town has adopted a G.L. c. 40, s.57 bylaw which allows the Board of Selectmen to deny licenses for delinquencies in the fashion allowed by statute, applicants are warned to resolve any delinquencies before filing any application.
- (b) Provide a photo copy of any existing license.

#### **Section 5.**

Except where a renewal fee is set by statute or bylaw or where the law may otherwise provide, the surcharge for a late submitted renewal application is 10% for each month, or portion thereof, that the renewal application is filed after the expiration date of the license for which renewal is sought. A "new" application by an applicant for the same type of license as the one that lapsed shall be considered to be a "renewal" for purposes of applying the surcharge.

## Section 6.

Applicants are advised that a proposed activity is not licensed until the completed license application has been approved by the Board of Selectmen, the license fee has been paid and the applicant has received the signed license document from the Board of Selectmen's staff.

This policy shall take effect immediately.

BOARD OF SELECTMEN

Adopted:

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Peter W. Teitelbaum, Chairman

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Alan H. Slavin, Clerk

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Stephen M. Holmes

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Patrick G. Tropeano

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Judith Whiteside