

Instructions for Submission of Application for Transfer of Liquor License Place-to-Place Transfer

Initial Submission

Submission to Philip E. Petrone, Municipal Clerk, 325 North Main Street, Manville, New Jersey the following applications:

- a. Three **original signed and notarized** copies of the 12-page ABC Application for Retail Alcoholic Beverage License.
- b. Two **original signed and notarized** copies of the Borough of Manville Application for Alcoholic Beverage Control License.
- c. Sketch of the property and building to which license is to be transferred, indicating the exact area of the premises to be licensed if not the total building and grounds.

Final Submission

- a. Check made payable to the Borough of Manville in the amount 10% of the annual renewal fee for the type of license to be transferred.
- b. Check or money order made payable to the Division of Alcoholic Beverage Control in the amount of \$200.00. Affidavit of Publication of Notice of Transfer – Notice of Transfer must be published 2 consecutive weeks in a legal newspaper of the Municipality, the second publication appearing not less than five nor more than 14 days prior to the date scheduled for Governing Body action.
- c. Tax Clearance Certificate – The purchaser of a liquor license must file with the State of New Jersey, Department of Treasury, Division of Taxation, Bulk Sale Unit, a **Notification of Sale, Transfer, or Assignment in Bulk**. This notification allows the State to insure that all taxes due and owing it have been paid. If and when all taxes have been paid, a Certification to that effect will be issued and must be presented to the Municipal Clerk prior to the transfer of the license. **NO APPLICATION FOR TRANSFER WILL BE CONSIDERED BY MAYOR AND COUNCIL WITHOUT A TAX CLEARANCE CERTIFICATE.**