



**VICTUALING ADDITIONAL-HOURS LICENSE  
CHECKLIST AND FACT SHEET**

<b>VICTUALING LICENSE</b> - Applicant already has, or has applied for, a victualing license	
<b>LICENSE FEE</b> \$75	
<b>ADVERTISING COST</b>	

**Who must obtain this license**

A business that has a victualing license to prepare and/or serve food is not allowed to remain open after 2:00 a.m. or open earlier than 6:00 a.m. To be open between 2:00 a.m. and 6:00 a.m., the business must also have a victualing additional-hours license.

**License term**

The license expires on December 1, the same day as the victualing license expires, and must be renewed annually.

**Application requirements**

The Town Council must conduct a public hearing on an application for an additional-hours license. The public hearing will be advertised in the newspaper. The applicant must pay for the advertisement.

The license application must be filed with the Town Clerk at least six weeks before the date of the Town Council meeting at which the public hearing will be conducted.

**“Public convenience and necessity”**

Under state law, the Town Council can grant an additional-hours victualing license only if the applicant can show that granting the license will “serve the public convenience and necessity.” You should explain on the application form how allowing your business to remain open between 2:00 a.m. and 6:00 a.m. will serve a public need or will provide a convenience to the public.



## VICTUALING ADDITIONAL-HOURS LICENSE APPLICATION

Name of business
Days and hours business will be open
Type of food served
Under state law, the Town Council can grant an additional-hours victualing license only if the applicant can show that granting the license will "serve the public convenience and necessity." How will granting this license serve the public convenience and necessity?

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OFFICE USE ONLY

Date of public hearing	Date of Town Council approval
Fee paid	Date license issued
License issued by:	Date license expires