



Township of Neptune
 Township Clerk's Office
 25 Neptune Blvd.
 Neptune, NJ 07753
 732.988.

Liquor License Transfer

Person to Person, Place to Place or Both

Establishment Information

Establishment Address	Name of Establishment			Manager/ Establishment Contact Name		
	Street Address	Town	Block	Lot		

Seller Information

Manager/ Corporate Contact Name/Attn to				Department	
Street Address	Suite/ PO Box	Town	State	Zip	

Seller E-mail Address _____ Seller Phone Number _____

Legal Representative for Seller (If Applicable)

Legal Representative for Seller Information	Name of Firm			Assigned Representative		
	Street Address	Suite/ PO Box	Town	State	Zip	

E-mail Address _____ Phone Number _____

Buyer Information

Buyer Information	Name of Buyer					
	Street Address	Suite/ PO Box	Town	State	Zip	

Buyer E-mail Address _____ Buyer Phone Number _____

Legal Representative for Buyer (If Applicable)

Legal Representative for Buyer Information	Name of Firm			Assigned Representative		
	Street Address	Suite/ PO Box	Town	State	Zip	

E-mail Address _____ Phone Number _____

Transfer Information

Type of Transfer Place to Place 10% of Renewal Fee Person to Person 10% of Renewal Fee Person to Person AND Place to Place 20% of Renewal Fee

Requirements for Place to Place Transfer

- Three Original signed and notarized copies of Application for Retail Alcoholic Beverage License
- Check Made payable to Township of Neptune in the amount of 10% of the annual Renewal Fee
- Check or Money Order to Division of Alcoholic Beverage Control for \$200.00
- Sketch of the property and building to which license is to be transferred, indicating exact area of premises to be licensed if not the total building and grounds.

Requirements for Person to Person Transfer

- Three Original signed and notarized copies of Application for Retail Alcoholic Beverage License
- Check Made payable to Township of Neptune in the amount of 10% of the annual Renewal Fee
- Check or Money Order to Division of Alcoholic Beverage Control for \$200.00
- Financial Disclosure Statement indicating the source of funding for the purchase of the liquor license with documentation attached
- All new stockholders owning 10% or more of the stock must be fingerprinted for both State and Federal FBI
Applicant must coordinate with the Neptune Police Department for Fingerprinting.
- Written and notarized authorization to transfer from the existing license owner
- Copy of purchaser's Certificate of Sales Tax Authority
- Application for Bulk Sale Permit and check payable to the Division of Alcoholic Beverage Control for \$75.00
- An Alcoholic Beverage Retail License Clearance Certificate issued by the Director of the New Jersey Division of Taxation provided by the Seller.

Requirements If Place to Place Transfer and Person to Person Transfer are occurring at the same time:

- Three Original signed and notarized copies of Application for Retail Alcoholic Beverage License
- Check Made payable to Township of Neptune in the amount of 20% of the annual Renewal Fee
- Check or Money Order to Division of Alcoholic Beverage Control for \$200.00
- Financial Disclosure Statement indicating the source of funding for the purchase of the liquor license with documentation attached
- All new stockholders owning 10% or more of the stock must be fingerprinted for both State and Federal FBI
- Written and notarized authorization to transfer from the existing license owner
- Copy of purchaser's Certificate of Sales Tax Authority
- Application for Bulk Sale Permit and check payable to the Division of Alcoholic Beverage Control for \$75.00
- An Alcoholic Beverage Retail License Clearance Certificate issued by the Director of the New Jersey Division of Taxation provided by the Seller.
- Sketch of the property and building to which license is to be transferred, indicating exact area of premises to be licensed if not the total building and grounds.

Upon Review and completion of the checklist the Township Clerk will assign a meeting date:

Township Committee Meeting	Date	Time
	_____	_____

Location or Access: _____

Once the date of Meeting is set, the applicant must:

- Notice of Transfer Application must be published **(twice, with at least one week apart)** in the Coaster or Asbury Park Press not less than 5 nor more than 14 days prior to the date scheduled for the Township Committee Meeting.
Sample Notice attached
- Applicant must submit written certification of the date the proposed transfer is to be effective.
Must be after scheduled Committee meeting
- If written objections to the transfer are received by the Township Clerk, a public hearing must be held on the application
- Ten days prior to taking possession of or paying for a liquor license and by certified mail, the purchaser 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 certification must be presented to the Municipal Clerk prior to the transfer of the license.

Sample Notice

Take notice that application has been made to Township Committee of the Township of Neptune to transfer to **(insert name of transferee)**, trading as **(insert trade name if any)** for premises located at **(insert address of premises to which transfer is sought)**, the **(insert Plenary Retail (Consumption)(Distribution) license and number)** heretofore issued to **(insert full name of licensee)**, trading as **(insert trade name if any)** for the premises located at **(insert number, street and municipality)**.

The person(s) who will hold an interest in this license is/are: *(insert name(s)) See * and ** for additional information if applicable*

Objections, if any, should be made immediately in writing to:
Gabiella Siboni, Neptune Township Clerk 25 Neptune

Consideration of this Transfer will be made at the Township Committee Meeting to be held on **DATE TIME** at Neptune Municipal Building, 25 Neptune Blvd. Neptune, NJ 07753

Insert name and address of Applicant

- * If the applicant is an individual, insert the name and residence address of that individual.
- * If the applicant is a corporation, insert the names and residences of all officers and directors and the names and residences of all stockholders holding one percent or more of any of the stock of the applicant corporation or any corporation that is a stockholder in the applicant corporation.
- * If the applicant is a partnership, insert the names and residence addresses of all partners and any limited partners holding an interest of one percent or more.
- * If the applicant is a club, insert the names and residence addresses of all officers and the offices they fill respectively, and the names and residences of the directors, trustees or other governing officials.
- ** If the application is for transfer of a municipal license for a building not yet constructed, insert in the Notice the following: "Plans of building to be constructed may be examined at the office of the Municipal Clerk."

For Office Use Only:

ABC Retail License App.	Date Complete	Person to Person Transfer Type/ Fee	Check #	Bulk Sale Application	Date Received	Check #
	Fee Paid to Neptune		Date		Check #/ Cash	Notes
Application to Neptune Complete	Date Completed					