

## ABC LICENSE APPLICATION INSTRUCTIONS

A. Properly complete all appropriate City, State and Federal Application Forms. The City of Hazard ABC Administrator must sign off on your Kentucky State Application on the portal before the State will consider the application. He or she will sign off on the Kentucky application only after all City requirements are met. **To apply for the state application, you will need to apply online at: <https://abc-portal.ky.gov/s/>**

B. Payment of State and Federal fees must be: A Certified Check, Cashiers' Check or Money Order. You must submit with each application a separate payment made payable to:

**City of Hazard ABC License: payable to "City of Hazard"**

**Kentucky State ABC License: payable to "Kentucky State Treasurer" or debit card online.**

C. Run a legal advertisement in the Hazard Herald for thirty (30) days (select the proper format from the examples attached.) You must attach a copy to each application form.

D. If you are purchasing an existing licensed establishment, you must complete proper section of the State application. Under State law, you are not allowed to use the current owner's license in order to keep the business running while your application is being processed. The current owner would have to continue to run the business during that time period.

E. If you do not own the building where you plan to establish your licensed business, you must send a copy of the lease, dated and signed by both the lessee and the lessor. Lessee must be the same party or parties as listed on the application form. The lease must be valid and in force through the full license period. City and State license periods end annually December 31.

F. A City of Hazard Business License must be presented or purchased and a copy presented with this application. **New businesses must complete the business application process through the Tax Administrator's Office located at Hazard City Hall, 700 Main Street, Hazard, KY 41701.**

G. The investigative process will normally take from five to ten working days at the local level. If problems or questions arise, the investigation time may increase. For this reason, it is very important that the applicant furnish a telephone number where a responsible party may be reached by the investigating officer assigned to handle the application.

F. After the local Administrator has approved the city application, he or she will sign the State application online. You are responsible for mailing your KY State Application and any necessary forms to the Kentucky Alcoholic Beverage Control Board in Frankfort, Kentucky.

**If you sell alcohol for consumption, you must obtain a fire inspection, building inspection, and zoning inspection before obtaining your alcohol license. You cannot sell alcohol without these inspections.**

**If you have any question or concerns, call the City of Hazard ABC Administrator at (606) 436-3171 or visit us at Hazard City Hall, 700 Main Street, Hazard, KY 41701.**

**Our mailing address is City of Hazard, P. O. Box 420, Hazard, KY 41701.**

## ALCOHOL & BEVERAGE CONTROL

The City of Hazard requires Mandatory Responsible Beverage Service Training for all Alcohol Licensees under our Alcohol Ordinance 5-2016, which states:

- (a) All persons employed in the selling and serving of alcoholic beverages shall participate in and complete a city approved responsible beverage service training program.
- (b) from a responsible beverage servicing training program to be approved by the city, it must be effectively train its participants in the identification of false age documents and recognition of characteristics of intoxication.
- (c) A city approved beverage servicing training program shall consist of in-class training or online training of the STAR program.
- (d) If a city approved beverage service training is not obtained the server will be prohibited from serving.
- (e) All persons required to complete training under paragraph (a) above shall complete that training within ninety (90) days of the date on which the person first becomes subject to the training requirement. All persons completing the training required by this section shall be re-certified in responsible beverage service training from a program approved by the City not less that once every three years thereafter.
- (f) The manager of the restaurant shall be responsible for compliance with the training requirements and shall maintain for inspection by the City ABC Administrator a record or file on each employee that shall contain the pertinent training information.

Establishments that train their employees benefit by reducing risk and creating a safer, more responsible work environment. The training can be used to mitigate liability during a lawsuit involving intoxication by providing evidence of intent on the part of the establishment that serves and sells alcoholic beverages. In addition, this training can lower liquor liability insurance premiums, offer compliance with local laws and regulations, reduce penalties for alcohol violations, and prevent alcohol related crimes such as property damage and assault.

Effective training will enhance the fundamental people skills of servers, sellers, and consumers of alcohol. At the same time, the training should help individuals understand the difference between people enjoying themselves and those who are getting into trouble with alcohol. Employees and managers who participate in this training are able to spot underage drinkers and prevent sales to minors, recognize signs of intoxication, effectively intervene to prevent problem situations, and handle refusal situations with greater confidence.

To register for a server training course (S.T.A.R.) provided by the Kentucky Department of Alcoholic Beverage Control, visit their website at: [abc.ky.gov](http://abc.ky.gov).

The City of Hazard shall require the licensee to show proof of training by providing a training list of all employees that meet the criteria listed above, with hire date, employee's full name, date of birth, course name, class date, expiration, and student ID number.

Your cooperation is greatly appreciated. If you have any questions, you please feel free to contact me at (606) 436-3171.

Respectfully,

Tony Eversole  
ABC Administrator