



**Town of Richmond
Town Clerk's Office**

5 Richmond Townhouse Rd. Wyoming, RI 02898 (401) 539-9000 x 9

**Victualing Additional Hours License Application
Checklist and Fact Sheet**

VICTUALING LICENSE: Applicant must already have or has applied for a victualing license with the Town Clerk's Office.	Confirmation	Date
ADVERTISING COST: The date, time and location of the public hearing for this application must be advertised once a week for three (3) consecutive weeks in a newspaper published and circulated in Washington County – cost invoiced by Clerk's Office to Applicant.		
LICENSE FEE: \$75		
AFFIDAVIT OF COMPLIANCE: Per Richmond Code of Ordinances 5.04.030(b) An applicant for a license or permit must submit with the application or renewal an affidavit of compliance. The affidavit shall state that the business is currently in compliance with all town, state and federal statutes, ordinances, and regulations. Compliance with all town, state and federal statutes, ordinances and regulations shall be a continuing condition of the license or permit.		

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:

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

License Requirements:

The Town Council must conduct a public hearing on an application for additional-hours license. The public hearing will be advertised in the in the newspaper. The applicant must pay for the advertisement. The license application must be filed with the Town Clerk at least six (6) 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.

A business with a victualing license cannot remain open later than 2:00 A.M. or open earlier than 6:00 A.M. unless it also has an additional hours victualing license.



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Victual Additional Hours Licensing Application

Name of Business: _____

Name of person in charge of daily operations: _____

Phone #: _____ **Email:** _____

Days/Hours Business will be open:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

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?

(Office Use Only)

Date of Public Hearing: _____

Date of Town Council Approval: _____

Date License Issued: _____

License Issued by: _____

Date License Expires: _____