

**Village of Wales**

P.O. Box 47
129 W. Main Street
Wales, WI 53183

Phone: (262) 968-3968
Fax: (262) 968-5649

Village of Wales Liquor License Holder:

The renewal packet and a copy of this letter have been **emailed to all liquor license holders** with emails on file at the Village of Wales. If you would like the packet to be emailed to a specific email address, please contact our office.

**IF YOU REQUIRE ADDITIONAL
ASSISTANCE YOU WILL NEED TO CALL
OR EMAIL THE CLERK TO MAKE AN
APPOINTMENT.**

administrator@villageofwales.gov

If you are receiving this document electronically, you may access the forms electronically by clicking the form links below.

NOTE: All updated forms are required and due no later than Thursday, May 8th, 2025.
NO EXCEPTIONS.

All licenses and permits will be presented to the Village Board for consideration on June 2, 2025.

**BUSINESSES RETURNING APPLICATIONS AFTER MAY 8th WILL BE CONSIDERED LATE AND
WILL NOT BE ON THE VILLAGE BOARD JUNE 2nd AGENDA.**

LATE APPLICANTS MAY NOT HAVE A LIQUOR LICENSE ON JULY 1, 2025.

Please **read the instructions** for each document below. Only completed applications will be accepted.

AB-200 - Renewal Alcohol Beverage License Application:

- ☐ The premise description must be **specific**. Additional pages and maps can and should be included, if applicable. Details must include the following:
 - 1. Where the receipts are kept
 - 2. Where the alcohol is stored
 - 3. Specifically where alcohol is served
- ☐ Seller Permit Number / Federal Tax ID Number (FEIN)
 - 1. A photocopy of your Seller's Permit must be included.
- ☐ **Attach a copy of your lease agreement, if applicable.** It must contain authorization for your business to sell alcohol on the property **and** it must contain a lease term that coincides with the upcoming alcohol license term (July 1, 2025-June 30, 2026).
- ☐ The **publication fee** is \$25.00, due at the time of Application.

**NEW FORMS ARE
REQUIRED.
READ CAREFULLY!**

AB-100 - Individual questionnaire

- ☐ Businesses with more than one member/officer/board member must include a complete Individual Questionnaire for **each member**.
- ☐ A copy of each member/officer/board member's driver's license must be included.
- ☐ Additional forms can be photocopied from the original or found at the Department of Revenue's website. (<https://www.revenue.wi.gov/Pages/Form/alcohol-Home.aspx>)

AB-101 - Appointment of Agent (LLC's and CORP)

- ☐ **Business designee must** sign the Appointment of Agent form.
- ☐ A copy of the agent's driver's license must be included. A background check will be completed by the police department per the guidelines outlined on the operator's license application.



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- ☐ The agent will be issued an operator's license as part of the alcohol license fee structure.
- ☐ All agents must complete a Responsible Beverage Service course. **A copy of the certification dated within the past two years or a copy of an operator license valid within the past two years in a Wisconsin municipality must be included.**

Operator License Applications

- ☐ **Please make copies** for the number of operators as needed.
 - ☐ If an applicant is new, please include a certificate showing they have taken an approved Responsible Beverage Service course dated within the last 2 years or a copy of a valid operator's license in a Wisconsin municipality dated within the last 2 years.
 - ☐ **Include** a copy of a valid driver's license or state ID card.
 - ☐ **Please make sure you are filling out the new, updated Operator's application located on our website.**
- NEW: Starting in 2025, the License issued will be for a 2 year term expiring 2027 (current term 2025-2027)**

Attached is the [Wisconsin Alcohol Beverage and Tobacco Laws for Retailers](#) manual (Pub 302). Please read through this publication to ensure you are up to date with the alcohol laws.

Cigarette/Tobacco/Electronic Vaping Devices – Updated forms and requirements!

- ☐ [CTV-100 - Cigarette/Tobacco/Electronic Vaping Device License Application](#)
- ☐ [CTV-101 – Cigarette/Tobacco/Electronic Vaping Device – Individual Questionnaire](#)
- ☐ [CTV-102 – Cigarette/Tobacco/Electronic Vaping Device – Appointment of Agent \(LLC's & CORP\)](#)
 - If your establishment sells tobacco/vaping products, please complete the Cigarette applications

License fees are -

Class "A" Beer -	\$50.00	Class "B"- Beer	\$100.00	Class C Wine -	\$100
Class "A" Liquor-	\$500.00	Class "B" Liquor-	\$500.00	Cigarette -	\$75.00

The Village Board hereby notifies all license holders in the Village of Wales, that if there is any report from the Waukesha County Sheriff's Department that an establishment has been found open after hours and that entrance has not been granted to the law enforcement authorities by those inside, their licenses will become null and void immediately.

We will contact you when your licenses are ready to be picked up at the Village Hall.

If you have any questions, please contact the office at 262-968-3968 or email: administrator@villageofwales.gov.

Please **complete** the Alcohol License Renewal Checklist and return all necessary forms to avoid delays.
If you need additional assistance, please make an appointment with the Clerk.

2025 Alcohol License Checklist - COMPLETE BEFORE SUBMITTING <u>All form links are listed in the above letter in blue</u>	
<i>Initial each section as completed</i>	
**All documents need to be completed in full before processing will take place.	
FORM #	
AB-200	Alcohol Beverage License Application -
	<input type="checkbox"/> FEIN & WI Seller Number <input type="checkbox"/> Type of Business <input type="checkbox"/> List Agent in section C with all other officers/owners/members <input type="checkbox"/> All Questions are answered <input type="checkbox"/> Premise Description <input type="checkbox"/> Where Alcohol is <u>stored and consumed</u> <input type="checkbox"/> Where receipts are located <input type="checkbox"/> Copy of Current Seller's Permit
AB-100	Individual Questionnaire
	<input type="checkbox"/> One form per Member (all listed on AB-200 Part C) <input type="checkbox"/> Name, Address, Phone number <input type="checkbox"/> Photo ID attached <input type="checkbox"/> All questions Answered
AB-101	Appointment of Agent/Corp/LLC/Nonprofit
	<input type="checkbox"/> Agent has been a resident for at least 90 days <input type="checkbox"/> Must have an Individual Questionnaire completed <input type="checkbox"/> Business designee signed <input type="checkbox"/> Agent has taken a Responsible server course? <input type="checkbox"/> Photo ID
CPT-200	Cigarette License
	<input type="checkbox"/> Complete Form CTV-100 <input type="checkbox"/> Complete Form CTV-101 <input type="checkbox"/> Complete Form CTV-102 <input type="checkbox"/> Tax number filled in <input type="checkbox"/> All questions answered in full <input type="checkbox"/> Forms Signed by officer/member
Operator Licenses	
	<input type="checkbox"/> Due by May 8th to be received by July 1, 2025 <input type="checkbox"/> Server Course required if not a RENEWAL <input type="checkbox"/> Include Picture ID