



## 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](mailto: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 8<sup>th</sup>, 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 8<sup>th</sup> WILL BE CONSIDERED LATE AND WILL NOT BE ON THE VILLAGE BOARD JUNE 2<sup>nd</sup> 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-	<b>\$500.00</b>	Class "B" Liquor-	<b>\$500.00</b>	<b>Cigarette - \$75.00</b>

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](mailto: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**

**All form links are listed in the above letter in blue**

*Initial each section as completed*

**\*\*All documents need to be completed in full before processing will take place.**

FORM #

**AB-200      Alcohol Beverage License Application -**

	FEIN & WI Seller Number
	Type of Business
	List Agent in section C with all other officers/owners/members
	All Questions are answered
	Premise Description
	<b>Where Alcohol is <u>stored</u> and <u>consumed</u></b>
	<b>Where receipts are located</b>
	Copy of Current Seller's Permit

**AB-100      Individual Questionnaire**

	One form per Member (all listed on AB-200 Part C)
	Name, Address, Phone number
	Photo ID attached
	All questions Answered

**AB-101      Appointment of Agent/Corp/LLC/Nonprofit**

	Agent has been a resident for at least 90 days
	Must have an Individual Questionnaire completed
	Business designee signed
	Agent has taken a Responsible server course?
	Photo ID

**CPT-200      Cigarette License**

	Complete Form CTV-100
	Complete Form CTV-101
	Complete Form CTV-102
	Tax number filled in
	All questions answered in full
	Forms Signed by officer/member

**Operator Licenses**

	<b>Due by May 8th to be received by July 1, 2025</b>
	Server Course required if not a RENEWAL
	Include Picture ID