
THE FOLLOWING IS THE PROCEDURE TO FILE AN APPEAL WITH THE DIVISION OF ALCOHOLIC BEVERAGE CONTROL FROM A MUNICIPAL ACTION

Procedurally, you must send the Director of the Division of ABC three items:

1. A **“NOTICE AND PETITION OF APPEAL.”** This notice must contain the following information:
 - a. The license’s legal name (i.e., Joe’s Bar, Inc.); 12-digit license number; trade name (i.e., Tic Tack Club); and a phone number and address where the licensee can be reached.
 - b. The full name, address and telephone number of the City or Town’s municipal office.
 - c. If the appeal is from a denial of a license transfer or issuance and a written objection was submitted, the objector’s full name, address and phone number must be stated in the Notice and Petition of Appeal.
 - d. **THE PROCEEDINGS BELOW MUST BE DESCRIBED.** For example, “a 15-day suspension was imposed upon the licensee for sale to a minor.” Where a suspension is involved, please state the date the suspension is to start and when it is to finish.
 - e. A copy of the Municipal Resolution setting forth the action must be attached to the Notice and Petition of Appeal. If you do not have the Resolution, state the date of the action being appealed from.
 - f. **THE GROUNDS FOR THE APPEAL MUST BE STATED.** For example, “the decision of the municipality was erroneous.”
 - g. **THE RELIEF (BOTH INTERIM AND FINAL) YOU ARE ASKING FOR MUST BE STATED.**
 - For example, for ***Interim Relief***, a licensee might request a stay of a suspension or an Order extending a prior license where renewal has been denied.
 - For example, for ***Final Relief***, a licensee might request reversal of a finding of guilt and/or payment of a monetary penalty in compromise of the penalty imposed by the municipality.

NOTE: The Notice and Petition of Appeal must be signed by either the licensee (sole proprietor, general partner, president, vice-president) or an attorney who represents the licensee in the appeal.

2. An **AFFIDAVIT OF SERVICE** which states that a copy of the Notice and Petition of Appeal has been served upon the local issuing authority (either personally or by way of regular mail).
3. A **\$100 FILING FEE** (check or money order made payable to “Division of ABC.”)

REQUESTING INTERIM RELIEF

(Regarding interim relief, see N.J.S.A. 33:1-22, 31 and N.J.A.C. 13:2-17.8 to 17.10)

If you are requesting Interim Relief, we require a signed copy of the RESOLUTION from the issuing authority (City/Town). If you are unable to provide us with a copy of the Resolution, someone who has personal knowledge of the facts must submit an affidavit that the issuing authority's action against the license was as follows: (then explain in detail).

TIME LIMITS

(See N.J.S.A. 33:1-22, 31 and N.J.A.C. 13:2-17.3)

Appeals by any taxpayer or other aggrieved person from the issuance of a license or from the grant of an application for the extension or transfer of a license must be taken within 30 days from the date of issuance, extension or transfer of the license. All other appeals by a licensee or applicant for a license must be taken within 30 days after the personal service or mailing by registered mail of a written Notice by the municipal issuing authority of the action taken against the licensee or the applicant. **Non-action on the part of the issuing authority (City/Town) may appealed as follows:**

- a. Application for **Issuance**: 45 days from the date of a duly filed application for issuance of a new license, unless applicant consents to an extension.
N.J.A.C. 13:2-2.10(a).
- b. Application for **Renewal**: 90 days after expiration of term.
N.J.A.C. 13:2-2.10(b).
- c. Application for **Transfer**: 60 days of the date of filing the application.
N.J.A.C. 13:2-7.7(d).

NOTE: For the time period to begin, the application filed must be fully complete, all fees paid, all required disclosures must have been made by the applicant.

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***NOTE: IF SENDING VIA OVERNIGHT MAIL SERVICE, DO NOT INCLUDE P.O. BOX NUMBER!**