



Office of the City Clerk

3805 S. Casper Drive ▪ New Berlin, Wisconsin 53151
(262) 786-8610 ▪ www.NewBerlinWI.gov

INTENT TO SURRENDER ALCOHOL BEVERAGE LICENSE

The Intent to Surrender of Alcohol Beverage License is a formal notification that a current license holder (business or individual) plans to relinquish their alcohol beverage license voluntarily. This process is required when a new applicant applies for a license at the same location, ensuring compliance with local and state alcohol licensing laws.

Purpose of the Intent to Surrender Form:

1. Ensures that two conflicting alcohol licenses do not exist for the same premises simultaneously.
2. Provides official confirmation that the current license holder intends to surrender the license.
3. Helps the municipality comply with state and local alcohol regulations.
4. Allows the new applicant to proceed with their application while ensuring the surrender is legally documented.
5. Allows the new applicant to apply for a regular (non-reserve) "Class B" alcohol license without being required to pay the \$10,000 Reserve License fee, in addition to the standard licensing fees, when a municipality has reached reserve status and a current license holder with a regular (non-reserve) license surrenders their license, thereby freeing up a regular license.

This form must be filed with the City Clerk’s Office when a new alcohol license application is submitted.

Company Name: _____

Trade Name (doing business as): _____

Premises Address: _____

Class of Liquor License Issued: _____

I/We acknowledge that a new applicant(s) will apply for an original alcohol license for the above premises. By signing this form, I/We hereby voluntarily surrender and relinquish the existing alcohol license to the Office of the City Clerk, effective upon approval of the new application and issuance of the new license. Furthermore, I/We confirm that we do not intend to transfer this license to another location within the City of New Berlin.

Current License Holder(s) - All members listed on the Alcohol License Application must sign this form.

Print Name

Signature

Print Name

Signature

Subscribed and sworn to before me, this

_____ day of _____, 20_____

Notary Public, Waukesha County, State of Wisconsin

My Commission expires:_____