

(Please see Alcohol Licensing Policy on the back of form)

New \_\_\_\_\_ or Renewal \_\_\_\_\_



*"In the Spirit of Town Government"*

### Town of Buchanan - License Application – Bartender/Operator

N178 County Rd. N, APPLETON, WI 54915 Phone: (920)-734-8599

(PLEASE PRINT)

Date of Application: \_\_\_\_\_ Licensing Year: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(FIRST) (MIDDLE) (LAST)

Previous Name(s) If Changed In the Last 5 Years: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Previous Address If Changed In the Last 5 Years: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ D/L Issuing State: \_\_\_\_\_  
(ATTACH COPY OF LICENSE)

Name of Business Working At: \_\_\_\_\_

Business Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Answer the Following Questions Completely	Yes	No/NA	Date Rec'd
1. Have you provided the Town Clerk with proof that you attended Responsible Beverage Servers Class or a copy of a previous operator's license? Attach copy of beverage class certificate or copy of previous license, (within the last 2 years), to this application.			
2. Have you been convicted of a felony, misdemeanor or other offense, which substantially relates to the circumstances of the licensed activity at any time? (If yes, please explain below)			

Enter applicable arrest and conviction information, including dates, here: \_\_\_\_\_

I hereby certify the foregoing answers are true and correct. I agree, in consideration of the granting of this license, to comply with the laws of the State of Wisconsin, the Municipal Code and the rules and regulations of the various regulatory agencies and commissions of the Town of Buchanan pertaining to the supervision of activities permitted under the license for which this application is made. I understand the issuing authority, according to the law, may revoke this license. Section 111.321, 111.322, 111.325 & 111.335, Wisconsin Statutes, limits the information a licensing agency may ask regarding the arrest and conviction record of an applicant. **If you have been arrested and the charges are still pending and this license requires you to qualify for a fidelity bond, or if the pending charges substantially relate to the activity for which you seek the license, you must provide such arrest information on this application.** Take notice, the state law provides the Town may suspend or revoke a license issued upon this application if the applicant fails to provide this information. If you have doubts as to what you must enter see your own lawyer, or the Wisconsin Department of Industry, Labor and Human Relations. Town employees shall not advise you on this matter.

\_\_\_\_\_  
(Applicant Signature)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public)

Notary Public, \_\_\_\_\_ County, WI

My Commission (is Permanent) or Expires: \_\_\_\_\_

Submit the completed application along with the non-refundable license fee of \$30.00 to the **Town of Buchanan** N178 County Rd N, Appleton, WI 54915.

Operator License No. \_\_\_\_\_ Approved On: \_\_\_\_\_

# Town of Buchanan Alcohol License (Operators) Applications Policy

---

The purpose of this policy is to provide for an effective and consistent system of alcohol licensing that protects the public safety and is applied in a uniform and equitable manner. The Town of Buchanan Town Board has adopted the following policy to govern the granting of operators' licenses pursuant to Chapter 125 of the Wisconsin Statutes.

## Approval and Issuance Operators Licenses (New and Renewal)

1. The Town Clerk or designee will complete a records check of each applicant utilizing Wisconsin Circuit Court Access (WCCA.) or a Wisconsin Department of Justice Crime Information Bureau (CIB) background check. If necessary, the records check may include follow-up questions to the applicant, contact with other jurisdictions or assistance from the Outagamie County Sheriff's Department to investigate information obtained.
2. Any information obtained from the records check related to the circumstances of the licensed Activity shall be presented to the Town Board for consideration.
3. If one or more of the following factors pertaining to a records check are applicable, the Clerk or designee shall provide notice to the applicant in writing that he or she must appear before the Town Board for review or present other evidence to substantiate why the Board should approve the license
  - ▶ Any alcohol related conviction in the past 12 months.
  - ▶ A history of alcohol-related convictions as long as the most current conviction is within the last 24 months.
  - ▶ Any drug-related convictions within the last 12 months.
  - ▶ Any conviction within the last 24 months which involve resisting arrest, battery or a police officer or obstructing justice.
  - ▶ At least two convictions in the last 24 months for disorderly behavior type offenses if they occurred in conjunction with activity at a licensed alcohol establishment.
  - ▶ Any incomplete, misleading or falsified application information provided by the applicant pertaining to the identification of the applicant or to a matter occurring within five years prior to the date of application.
  - ▶ Any other charge, conviction or indolent which, in the judgment of the Clerk would substantially relate to the circumstances of employment as an operator or to activity at a licensed alcohol establishment.
4. The Board shall review the application and records check and have final authority for approval or denial. The Town Board may deny a license in regard to the circumstances of an arrest or conviction record when the following, but not limited not to, circumstances apply:
  - ▶ Incidents substantially relate to the alcohol beverage licensing activity.
  - ▶ The applicant is identified as a habitual law offender.
  - ▶ The applicant has been convicted of a felony which substantially relates to the licensing activity