

# **Dog Licensing/Parking Permit Information & Application**

(Dog Licenses and Parking Permits expire December 31<sup>st</sup> annually)

***Licenses and Permits may be purchased in person, by mail using this form or by visiting City Hall Systems at <https://epay.cityhallsystems.com>***

Follow all directions carefully. Omitting required documentation may result in a delay in receiving your license(s) or permit(s).

## **DOG LICENSING INFORMATION**

**DOG LICENSE FEES:** \$10.00 spayed/neutered, \$15.00 intact. Proof of Current Rabies Vaccination is required.

**Information regarding fines/fees for unlicensed and/or unvaccinated dogs:**

Unlicensed fines and fees are in addition to the license fee and are effective beginning FEBRUARY 1ST.

State Fine for unlicensed dog(s): \$50.00 per dog - State Fine for unvaccinated dog(s): \$100.00 per dog

Town of Newbury late fee: \$10.00 per dog

New residents and newly purchased or adopted dogs are not subject to fines or late fees if licensed within 30 days.

Dogs may be licensed as soon as they receive a Rabies vaccine but must be licensed by 6 months of age.

If you no longer live in Newbury or if your pet is deceased or has been relocated, please notify the Town Clerk's office no later than Feb. 1<sup>st</sup> at 978-465-0862 ext. 315 or [townclerk@townofnewbury.org](mailto:townclerk@townofnewbury.org).

## **RESIDENT PARKING PERMIT INFORMATION**

**Fees:** Resident (17-64 years): \$25.00; Senior (65+ years) or Veteran: \$20.00; Replacement Stickers: \$5.00

### ***Instructions:***

The Town Census/Street Listing or a Real Estate Tax Bill will be used to verify residency; please ensure a copy of your R/E bill is included with this application to expedite the process. If you rent a residence, you must appear on the town's list of residents and you may be required to provide proof of lease or rental agreement.

### **Please provide the following:**

1. A copy of the R/E tax bill or current lease agreement.
2. Copy of all car registrations for which you are applying for stickers. Vehicle registration must match the property owner(s)/resident as listed on the list of residents and/or the R/E Property Tax bill.
3. If vehicle(s) are owned by a business, please have the business owner provide a signed statement on company letterhead indicating that you are authorized to use the vehicle including the vehicle make/model and license plate number.
4. If you are applying for a senior (65+) sticker, please include a copy of your driver's license. Veteran status, if applicable, will be verified by the Town Clerks records or DD214.
5. Mail the application and required documents with a check payable to the "Town of Newbury" for the amount due in an envelope separate from other Town correspondence to:

Town Clerk ♦ 12 Kent Way ♦ Byfield, MA ♦ 01922

Office hours: Mon., Wed, Thurs. 8 am to 4 pm and Tuesday 8 am to 7 pm.

978-465-0862 Ext. 315 ♦ Fax 978-572-1228

# **LICENSE/PERMIT APPLICATION**

This form may be used to purchase Resident Parking Permit(s) and/or Dog Licenses in-person or by mail.

**Proof of current rabies vaccination is required for all dog licenses.**

*Verification of residency is required for Resident Parking Permits in the form of: current year Town Census and or/Real Estate Tax bill.  
Other forms of proof of residency may include: Receipt of paid Excise Tax, current Utility Bill or Lease/Rental Agreement.*

Please fill out all sections pertaining to the license(s) or permit(s) you would like to purchase.  
Make check payable to the Town of Newbury and mail with a self-addressed stamped envelope to:  
Town Clerk, Town of Newbury, 12 Kent Way, Newbury, MA 01922

## ***PERMIT/LICENSE TYPE:*** (check all that apply)

### **PARKING:**

☐ (\$25.00 per vehicle)      ☐ Senior/Veteran Rate, 65+ (\$20.00 per vehicle)      ☐ Replacement Sticker (\$5.00 per vehicle)

**DOG LICENSE** ☐ \$10.00 spayed/neutered ☐ \$15.00 intact

APPLICANT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**NEWBURY ADDRESS** (no P.O. Box): \_\_\_\_\_

MAILING ADDRESS (if different from above): \_\_\_\_\_

## **RESIDENT PARKING PERMIT(S)** *(Enclose proof of residency, use multiple forms if necessary.)*

MAKE OF VEHICLE: \_\_\_\_\_ LICENSE PLATE # \_\_\_\_\_

MAKE OF VEHICLE: \_\_\_\_\_ LICENSE PLATE # \_\_\_\_\_

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MAKE OF VEHICLE: \_\_\_\_\_ LICENSE PLATE # \_\_\_\_\_

## **DOG LICENSE(S)** *(Enclose proof of current Rabies Vaccination)*

*(M-Intact Male, F-Intact Female, M/N-Neutered Male, F/S-Spayed Female)*

DOG NAME: \_\_\_\_\_ BREED: \_\_\_\_\_ AGE or DOB: \_\_\_\_\_ COLOR: \_\_\_\_\_

TYPE: M ☐ F ☐ M/N ☐ F/S ☐ RABIES EXP. DATE: \_\_\_\_\_ VETERINARIAN: \_\_\_\_\_

DOG NAME: \_\_\_\_\_ BREED: \_\_\_\_\_ AGE or DOB: \_\_\_\_\_ COLOR: \_\_\_\_\_

TYPE: M ☐ F ☐ M/N ☐ F/S ☐ RABIES EXP. DATE: \_\_\_\_\_ VETERINARIAN: \_\_\_\_\_

DOG NAME: \_\_\_\_\_ BREED: \_\_\_\_\_ AGE or DOB: \_\_\_\_\_ COLOR: \_\_\_\_\_

TYPE: M ☐ F ☐ M/N ☐ F/S ☐ RABIES EXP. DATE: \_\_\_\_\_ VETERINARIAN: \_\_\_\_\_

**Questions? Please call the Town Clerk at 978-465-0862 Ext. 314 or 315**