



Kristin Foote  
City Clerk

562 Main Street  
Melrose, Massachusetts 02176  
Telephone - (781) 979-4115

☐ New Application

Licensing Year: \_\_\_\_\_

☐ Renewal Application – annual renewal fee \$100; each additional vehicle \$75

## LIVERY LICENSE APPLICATION

Annual License Period: May 1 – April 30

In accordance with City of Melrose Administrative Code Ch. 152 §6, a report of each license renewed under this section shall be made by the City Clerk to the City Council at the regular meeting of the Council next following the granting of such renewal. Licenses are valid from January through December and are required to be renewed annually. To avoid delays in processing your application, please do not leave any applicable sections blank. *Incomplete applications are not be accepted.*

✓ **Please refer to the check list below to ensure all steps are completed prior to submitting the original application to the City Clerk's Office:**

Pages 1-3 Completed application with “wet signature”

Pages 4-5 Completed Worker's Compensation Insurance Affidavit, including a copy of Declarations page of Workers' Compensation Policy.

Page 6 Completed State Tax Certification ID Form

Page 7 Report of Investigation includes inspection and approval from the following Departments:

- Melrose Fire
- Melrose Police
- Treasurer Collectors Office

Pages 8-9 Acknowledge Receipt of City Administrative Code pertaining to Livery license

Completed CORI (double sided) Acknowledgement Form (conducted by MPD per §222-3 §K )  
Copy of current drivers' license

Copy of the current vehicle registration **and** insurance policy for all vehicles

Completed Business Certificate Application, if applicable

Completed Worker's Compensation Insurance Affidavit, including a copy of Declarations page of Workers' Compensation Policy.

Submit application fee payable by cash, credit card or check payable to the City of Melrose along with completed application packet to the City Clerk's Office.



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## LIVERY LICENSE APPLICATION

Annual License Period: May 1 – April 30

Business Name:	Tax ID Number:
Business Address:	Business Phone Number:
Owner's Name:	Owner's Cell Phone Number:
Residential Address of Owner:	Number of Employees:
Email Address of Owner (required):	
24-hour Emergency Contact Name:	Emergency Phone Number:

By signing below, you are requesting to be granted a renewal of your existing **Private Livery / Limousine License**. In addition, you swear and affirm that the contents of the document are truthful and accurate to the best your knowledge and belief.

Additionally, you hereby certify under the penalties of perjury that you have, to the best of your knowledge and belief, filed all state tax returns, paid all state taxes, local taxes, all water, sewer and solid waste disposal bills, all tax titles, utilities, and all motor vehicle excise taxes to the City of Melrose required by law.

\_\_\_\_\_  
Signature of Petitioner 1

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature of Petitioner 2

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Date of Birth

\*This license will not be used or renewed unless this certification clause is signed by the applicant.

\*\*Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.



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## LIVERY LICENSE APPLICATION

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*The undersigned respectfully makes application to renew a license to conduct the business of using as a hackney carriage, or carriages, the vehicle, or vehicles, hereinafter described:*

	CAR 1	CAR 2	CAR 3
MAKE & YEAR			
MODEL			
MANUFACTURERS NUMBER			
MASS. REG. NUMBER			
DATE OF REGISTRATION			
COPY OF REGISTRATION INCLUDED			

Signature of petitioner 1 \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of petitioner 2 \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_



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The Commonwealth of Massachusetts Department of Industrial Accidents Office of Investigations  
600 Washington Street, Boston, MA 02111

Workers' Compensation Insurance Affidavit:  
General Business Applicant Information

Business/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone # \_\_\_\_\_

☐ **Attach a copy of the workers' compensation policy declaration page (showing the policy number and expirations date).**

**Are you an employer? Check the appropriate box:**

1. ☐ I am a employer with \_\_\_\_ employees (full and/or part-time).\*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity. (No workers' comp. insurance required)
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, § 1(4), and we have no employees. (No workers' comp. insurance required)\*\*
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. (No workers' comp. insurance req.)

**Business Type (required):**

5. ☐ Retail
6. ☐ Restaurant/Bar/Eating Establishment
7. ☐ Office and/or Sales (incl. real estate, auto, etc.)
8. ☐ Non-profit
9. ☐ Entertainment
10. ☐ Manufacturing
11. ☐ Health Care
12. ☐ Other \_\_\_\_\_

\*Any applicant that checks box #1 must also fill out the section below showing their worker's compensation policy information.

\*\* If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1

***I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.***

Insurance Company Name: \_\_\_\_\_

Insurer's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Policy # or Self-ins. Lic. #: \_\_\_\_\_ Expiration Date \_\_\_\_\_

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,5000.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP Work Order and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

***I do hereby certify, under the pains and penalties of perjury, that the information provided above is true and correct.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_



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## INFORMATION AND INSTRUCTIONS

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, and *employee* is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An employer is defined as "an individual, partnership, association, corporation, or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However, the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that **"every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required."**

Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

### Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply your insurance company's name, address, and phone number along with a certificate of insurance.

Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage.

### Sign and date the affidavit

The affidavit should be returned to the city or town that the application for the permit or license is being requested, not the Department of Industrial Accidents. Should you have any questions regarding the law or if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

### City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigation has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary). A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a homeowner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.

The Office of Investigation would like to thank you in advance for your cooperation and should you have any questions please do not hesitate to give us a call. **Tel. # 617-0727-4900 ext. 406 or 1-877-MASSAFE / Fax # 617-727-7749**



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## LIVERY LICENSE APPLICATION

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### TAX CERTIFICATION FORM

*(Do not leave anything blank)*

Licensee Name: \_\_\_\_\_

Manager/Business Owner: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

By signing below I hereby certify under the penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law.

\_\_\_\_\_  
Signature of Applicant or  
Corporate Name

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
By: Corporate Office  
(mandatory, if applicable)

\_\_\_\_\_  
Social Security # (voluntary) or  
State Tax ID

*\*This license will not be used or renewed unless this certification clause is signed by the applicant.*

*\*\*Your Social Security number or Federal Identification number will be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.*



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## LIVERY LICENSE APPLICATION

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**Instructions for applicants:** Complete the section below before obtaining approval from each of the City Departments listed. Departments will not review and approve if there are any fields left blank.

### REPORT OF INVESTIGATION – RELATIVE TO APPLICATION FOR

Business Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Owner DOB: \_\_\_\_\_

Business Address: \_\_\_\_\_

**Attention City Officials:** Please review the information submitted by the applicant to ensure all fields are complete prior to researching your records and signing off.

<b>MELROSE FIRE DEPARTMENT</b> 781-979-4405		Date Signed: _____	
<i>Melrose Fire Captain Signature</i>		<i>Melrose Fire Captain Name Printed</i>	
<input type="checkbox"/> Denied	<input type="checkbox"/> Approved	<input type="checkbox"/> Other	
Comments:			
<b>CORI - MELROSE POLICE DEPARTMENT</b> 781-665-1212		Date Signed: _____	<b>\$25 Fee Paid Yes / No</b>
<i>Melrose Fire Captain Signature</i>		<i>Melrose Fire Captain Name Printed</i>	
<input type="checkbox"/> Denied	<input type="checkbox"/> Approved	<input type="checkbox"/> Other	
Comments:			
<b>MELROSE POLICE DEPARTMENT</b> 781-665-1212		Date Signed: _____	
<i>Melrose Police Signature</i>		<i>Melrose Police Name Printed</i>	
<input type="checkbox"/> Denied	<input type="checkbox"/> Approved	<input type="checkbox"/> Other	
Comments:			
<b>TREASURER COLLECTORS' OFFICE</b> Available in person during City Hall business hours		Date Signed: _____	
<i>Treasurer Collector Signature</i>		<i>Treasurer Collector Name Printed</i>	
<input type="checkbox"/> Denied	<input type="checkbox"/> Approved	<input type="checkbox"/> Other	
Comments:			



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## City of Melrose Administrative Code § 222-3 Livery service license

[Amended 6-16-2014 by Ord. No. 2014-108]

A. Definitions. As used in this section, the following terms shall have the meanings indicated:  
LICENSE/PERMIT AUTHORITY Melrose City Council.

### LIVERY VEHICLE

A passenger car, station wagon, van or limousine used for transporting persons and items in their possession for compensation. A livery vehicle is not marked on its exterior with the livery company name or number. Such vehicle does not operate on a fixed route and is hired by means of a telephone request or contract arranged in advance of the time transportation is needed. A vehicle used solely in connection with transportation for funerals shall not be considered a livery vehicle and shall not be subject to the provisions of this section.

### B. Livery service license requirements.

(1) A livery service shall be subject to the provisions of this section if said livery service:

- (a) Maintains a place of business within the City of Melrose; and
- (b) Advertises, in any format or medium, that it provides livery service within the City of Melrose.

(2) No person or business entity shall, within the City of Melrose, engage in any conduct which would constitute the business of a livery service without a livery service license issued by the Melrose City Council. The livery company licensed hereunder is responsible for the conduct and actions of its drivers while operating vehicles owned by the company.

(3) No vehicle shall be utilized by a livery service unless such vehicle:

- (a) Is properly registered in accordance with Massachusetts law;
- (b) Is properly insured or bonded in accordance with Massachusetts law or regulations;
- (c) Has a valid Massachusetts vehicle inspection sticker; and
- (d) Has been issued a livery service license by the Melrose City Council and displays a livery vehicle permit pursuant to this section.

### C. Livery service license.

(1) Application process. Each applicant for a livery service license shall make application to the City Clerk's office. Such application form shall contain the applicant's identifying information; the proposed location(s) to be used in the operation of the livery service, including place of garaging; the number and type of vehicles the applicant intends to utilize in connection with the livery service; and a written description of the services to be provided under the license. Each applicant must execute a statement, in writing and under the pains and penalties of perjury, that the applicant owes no back taxes, penalties or interest to the Commonwealth of Massachusetts or the City of Melrose.

(2) Each application must be accompanied by:

- (a) An application fee of \$100 in the form of a check made payable to the City of Melrose;
- (b) A yearly renewal fee of 100; each additional vehicle shall cost an additional \$75;
- (c) A Criminal Offender Record Information (CORI) request form;
- (d) A copy of the current insurance policy for all vehicles; and
- (e) A copy of the current registration for all vehicles.

D. Authority of license granting authority. The City Council may, within its discretion, deny, grant, amend or modify a livery service license. If granted, such license shall be subject to such conditions or restrictions as may be imposed by the City Council. The City Council may, for cause and after public hearing, amend or revoke any license that has been granted hereunder.

### E. License.

(1) A license granted by the City Council shall be issued by the City Clerk. Such license shall specify the name of the service, effective date of the license, expiration date of the license and the conditions or restrictions as imposed by the City Council, including the place or places of business, place of garaging, the days and hours of service, the manner by which fares are to be determined, the amount and types of vehicles that may be utilized by the service, and any other specific condition imposed by the City Council.

(2) All licenses shall expire at 11:59 p.m. on April 30 of the year following issuance. There shall be no prorating of application/license fees. A license shall be nontransferable. A livery service licensee hereunder may apply to the City Council for modification or amendment of an existing license. Such application shall be submitted upon the standard application form and must be accompanied by an application fee of \$100.

(3) A limousine or livery service must be a separate corporation and/or business entity from any other business(es) or taxicab service(s).

F. Mandatory reports: automatic suspension of license. The holder of a license to operate a livery service must, within 24 hours of its occurrence, report, on behalf of his/her livery service, the following to the office of the City Clerk:

- (1) The suspension or revocation of a motor vehicle registration certificate for any vehicle utilized by the service;
- (2) The cancellation of the service's motor vehicle liability insurance policy or bond; or
- (3) Suspension or revocation of the permit holder's Massachusetts motor vehicle operator's license, or the suspension or revocation of the permit holder's license or right to operate in any other state.

G. Suspension of revocation of license. A license to operate or manage a livery service may be suspended or revoked after notice to the holder of such permit and a hearing before the City Council. Suspension or revocation is authorized if the City Council determines, by a preponderance of the evidence, that the license holder:

- (1) Has knowingly made a false or inaccurate statement on any record or application required by any of the provisions of this section.
- (2) Is, in any jurisdiction, convicted or subject to a finding of sufficient facts for a finding of guilty in regard to any felony offense.
- (3) Is, in any jurisdiction, convicted or subject to a finding of guilty in regard to any misdemeanor offense involving assault; assault and battery; threatening; larceny, fraud; prostitution; gaming; illegal sale or distribution of an alcoholic beverage; or a statute or regulation relative to livery services.
- (4) Has knowingly permitted the operation of a livery vehicle by a person who is not the holder of a valid license to operate a livery vehicle.



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- (5) Has permitted a vehicle, without a livery vehicle license, to be utilized for the transportation of passengers of a livery service.
- (6) Has knowingly permitted any livery vehicle to be used in the commission or furtherance of any criminal conduct.
- (7) Has refused to permit any inspection authorized or required by the provisions of this section.
- (8) Has failed to prepare, maintain or file any report, record or notice required by the provisions of this section.
- (9) Has engaged in or permitted any conduct that is prohibited by the provisions of this section.
- H. Notice of suspension or revocation. Upon the suspension or revocation of a license to operate or manage a livery service, the City Council shall give written notice of such suspension or revocation, and the reason therefor, to the livery service.
- I. Display of notice to passengers. Each livery vehicle shall conspicuously display, on a form to be provided by the City Council and in such manner as to be visible to all passengers, the following notice: "This Vehicle Is Owned By: (Name, Address and Phone Number of Livery Service)."
- J. Notice and acknowledgement of section. The City Council shall provide each applicant for a license or permit with a copy of this section. Each applicant must acknowledge, in writing, the receipt of the same.
- K. Permit to operate a livery vehicle (drivers) (Chief of Police).
- (1) Application process. Each application for a permit to operate a livery vehicle shall be accompanied by an application/permit nonrefundable fee of \$25, a clear photocopy of the applicant's current active driver's license, a signed CORI request form, and a signed statement, by the holder of a license to operate a livery service, of the intent to hire the applicant.
- (2) Background check. Upon receipt of an application, a background check and CORI shall be conducted of the applicant by the Chief of Police or his/her designee to determine if the applicant is subject to any of the conditions requiring a denial of the permit.
- (3) Permit to operate a livery vehicle.
- (a) No person shall operate a livery vehicle without a valid Massachusetts motor vehicle operator's license and a permit to operate a livery vehicle issued by the Chief of Police or his/her designee. The livery company is responsible for conducting periodic inspections of the driver's Massachusetts motor vehicle operator's license and a permit to operate a livery vehicle. It is the company's responsibility to ensure that drivers have their Massachusetts motor vehicle operator's license and a permit to operate a livery vehicle in their possession while driving a livery.
- (b) The holder of a permit to operate a livery vehicle must, within 24 hours of its occurrence, report the following to the City Clerk's office:
  - [1] Involvement in any motor vehicle accident, whether on or off duty, which resulted in death, bodily injury or property damage exceeding \$1,000.
  - [2] Being arrested, cited or charged with operating under the influence of liquor or drugs, motor vehicle homicide, operating in a race or operating in a negligent or reckless manner, any crime against a person or any felony offense.
  - [3] Suspension or revocation of the permit holder's Massachusetts motor vehicle operator's license, or the suspension or revocation of the permit holder's license or right to operate a motor vehicle in any other state.
- (4) Denial of permit. The Chief of Police or his/her designee may not issue a permit if the applicant is deemed, after an investigation of all facts, including but not limited to the applicant's criminal history, motor vehicle driving history and/or character, to be an unsuitable person to possess such a license.
- (5) Issuance and display of permit. An applicant who is not subject to any of the conditions requiring a denial of a permit shall be issued such permit. Such permit must be displayed, in a place visible to any passenger, in a livery vehicle operated by the permit holder.
- (6) Suspension or revocation of permit. A permit to operate a livery vehicle may be suspended or revoked after notice to the holder of such permit by the Chief of Police and a hearing before the City Council. Suspension or revocation is authorized if the City Council determines, by a preponderance of the evidence, that the permit holder is deemed, after an investigation of all facts, including but not limited to the applicant's criminal history, motor vehicle driving history and/or character, to be an unsuitable person to possess such a license.
- (7) Notice of suspension or revocation of permit. Upon the suspension or revocation of a permit to operate a livery vehicle, the Chief of Police shall give written notice of such suspension or revocation, with the reasons therefor, to the holder of the permit to operate or manage a livery service by which the suspended or revoked person is employed.
- (8) Inspection of license and/or permit. The holder of a permit to operate a livery vehicle shall make available, upon demand of any police officer or member of the City Council, his/her Massachusetts driver's license and his/her livery permit. Both of these items are required to be on the person while operating a livery vehicle. The operator of a livery vehicle must permit such officer or member to inspect the vehicle to determine its compliance with the provisions of this section.
- L. General provisions.
- (1) The owners or drivers of livery car service or livery limousine service shall not solicit passengers on public ways or from hackney stands. Livery service shall not be used as taxicabs and taxicabs shall not be used as livery.
- (2) Notification of change of address. A license holder must give written notice of any change of address, by certified mail, to the City Clerk's office.
- (3) This section shall not apply to any nonprofit corporation, charitable corporation or any governmental organization.

By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 222 §3 pertaining to Livery Service and understand all that is required as a licensee.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date