

TOWN OF ROCKPORT

TRANSIENT VENDOR'S LICENSE

Downtown & General Districts

Business: Gift Shop, Clothing, Antique, Gallery, etc.

- A State of Massachusetts Transient Vendor's License is required in order to apply for the town license; a \$500 bond is required. The bond may be purchased through your insurance company for \$100 or you may pay the State \$500 in cash. The two papers must be mailed to Boston (or personally brought in) with a check for \$100.
- After you receive your state license, bring it in with a check for \$200 payable to the Town of Rockport. Fill out and bring in Worker's Compensation Insurance Affidavit. The Town Transient Vendor's License will be signed by the Board of Selectmen at their next regular meeting.
- File Business Certificate with Town Clerk; the fee is \$20.
- If you are selling pre-packaged food, you must obtain a license from the Board of Health.
- Please note that if you plan on being open year round, this license procedure is for your first year in business. After the first year, the Board of Assessors will send you a form and you will be taxed for "personal property" as of January 1st (including inventory and store equipment) at the current tax rate per \$1,000. The Town of Rockport has one tax classification.
- Sign Permit Applications are available at the Selectmen's office. Please do not have a sign made before approval is received. A rider on your liability insurance policy is needed to cover the sign if it hangs over Town property (sidewalk or street).
- If you are incorporated or working under a LLC (Limited Liability Company), a Transient Vendor's License is not required. A copy of your corporation papers must be filed with the Selectmen's office.

Transient Vendor License Instructions

Transient Vendor License

Two forms must be completed.

Application Form:

License fee is \$100.00 Dollars. Applicant must complete the application form.

NOTE: Name of applicant must be the name of an individual and NOT in the name of the business.

Bond Form:

A \$500.00 dollar bond must be submitted and completed by insurance or bonding company for endorsement and Corporate Seal of Company. If you are renewing your license the bond must run concurrent with license.

Note:

Applicant must sign the Bond Form in space provided for signature of applicant.

Only originals are accepted - no photocopies.

In addition, a local Transient Vendor License must be obtained from each municipality where business is to be conducted. All licenses are subject to local rules and regulations and must be obtained prior to selling any goods, wares or merchandise.

The state license is valid for one year from date of issue.

***LICENSE FEE IS \$100.00. MAKE ALL CHECKS PAYABLE TO THE
COMMONWEALTH OF MASSACHUSETTS.***



Application for Transient Vendor's License

License Fee \$100.00

This application must be filled out as indicated, duly signed, and returned to this office before a license will be issued. In addition to the license FEE of \$100.00, and a surety bond for the amount of \$500.00, must be submitted with this application as required by Massachusetts General Law Chapter 101, Section 3.

To the Director of Standards:

One Ashburton Place, Room 1115, Boston, MA 02108

I, _____ Residing at _____
in the town of _____ State of _____ Zip _____

hereby apply for a Transient Vendor's State License under the provisions of Chapter 101, General Laws, as amended. The names and residences of the owners or parties in whose interest I am to do business under this license are as follows:

If a license is desired for the sale of such goods, wares and merchandise as are mentioned in Section 7, state here the reasons and character of such sale and from whom the goods, wares and merchandise were obtained, the date of delivery to the applicant, the place from where last taken and all details necessary to exactly locate and fully identify all goods, wares and merchandise to be sold.

In case the license herein applied for is issued, I hereby irrevocably appoint the Director of Standards or his successor in office my attorney upon whom may be served all lawful process in any action or proceeding against me growing out of the transaction of business by me within this Commonwealth under such license, as provided in General Laws, Chapter 101, Section 6A (Acts of 1938, Chapter 85) and I agree that process so served if I am notified of the such service as provided by said section shall be of the same legal effect as if served on me personally, and that the mailing by the Director of a copy thereof to me at my last address as appearing on the Director's records shall be sufficient notice to me of such service.

Federal ID Number or Social Security Number: _____

Telephone Number: _____ Date of Birth (MM/DD/YYYY): _____

E-Mail Address _____

Pursuant to Massachusetts General Law Chapter 62C, Section 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Signature of Applicant _____ Date _____

Transient Vendor Bond No. _____

Know All Men By These Presents

EFFECTIVE DATE _____

That we _____

of _____ as Principal, and the _____
(City or Town, in Massachusetts) (Name of Bonding Company)

Company, a corporation duly organized and existing under the laws of the State of _____ as Surety, are firmly bound and obligated to CHARLES H. CARROLL, DEPUTY DIRECTOR of Standards for the Commonwealth of Massachusetts or his successor or successors in office in the sum of Five Hundred Dollars (\$500.00), to the payment whereof we _____
Principal

and _____ Company, bind ourselves and our respective heirs, executors, administrators, successors and assigns jointly
(Name of Bond Company)

and severally by these presents. WHEREAS, _____ has been issued a Transient Vendors License,
(Name of Principal)

by the Deputy Director of Standards for the Commonwealth of Massachusetts, under the provisions of Chapter 101 of the General Laws, as amended.

NOW, THEREFORE, if _____ shall
(Name of Principal)

1. Comply with all the provisions of Chapter 101 of the General Laws, and any amendments thereof or additions Thereto;
2. Pay any and all fines or penalties incurred by him through violations of the provisions of said Chapter 101 and any amendments thereof or additions thereto;
3. Pay or satisfy any judgement obtained by him in behalf of any creditor whose claim arises in connection with the business done under the said _____'s state license and who before the expiration of 60 days from the return
(Principal)

or surrender of the said license or the filing of an affidavit of its loss shall have given due notice of his claim to the Deputy Director of Standards CHARLES H. CARROLL, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

IN TESTIMONY WHEREOF, _____
(Name of Principal)

has affixed his hand and seal and the _____ Company has caused its officers thereunto duly
(Name of Bond Company)

authorized to execute these presents and to affix the corporate seal, this _____ day of _____, _____.

Signature of Principal or Authorized Officer

Bond Company Name

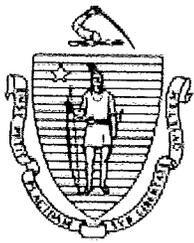
In Presence of

by Company Representative and Title

The above bond examined and approved

Seal of Company

Deputy Director of Standards



The Commonwealth of Massachusetts
 Department of Industrial Accidents
 Office of Investigations
 1 Congress Street, Suite 100
 Boston, MA 02114-2017
 www.mass.gov/dia

Print Form

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: _____

Address: _____

City/State/Zip: _____ Phone #: _____

<p>Are you an employer? Check the appropriate box:</p> <p>1. <input type="checkbox"/> I am a employer with _____ employees (full and/ or part-time).*</p> <p>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]</p> <p>3. <input type="checkbox"/> 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]**</p> <p>4. <input type="checkbox"/> We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]</p>	<p>Business Type (required):</p> <p>5. <input type="checkbox"/> Retail</p> <p>6. <input type="checkbox"/> Restaurant/Bar/Eating Establishment</p> <p>7. <input type="checkbox"/> Office and/or Sales (incl. real estate, auto, etc.)</p> <p>8. <input type="checkbox"/> Non-profit</p> <p>9. <input type="checkbox"/> Entertainment</p> <p>10. <input type="checkbox"/> Manufacturing</p> <p>11. <input type="checkbox"/> Health Care</p> <p>12. <input type="checkbox"/> Other _____</p>
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*Any applicant that checks box #1 must also fill out the section below showing their workers' 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: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and 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 \$1,500.00 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 #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office

6. Other _____

Contact Person: _____ Phone #: _____

FEE \$ 200.00

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF ROCKPORT
APPLICATION FOR LICENSE

No _____

(GENERAL)

DATE _____, 20____

TO THE LICENSING AUTHORITY:

The undersigned hereby applies for a License in accordance with the provisions of the statutes relating thereto

Full name of person, firm or corporation making application)

STATE CLEARLY
PURPOSE FOR
WHICH LICENSE
IS REQUESTED

To TRANSIENT VENDOR'S LICENSE

WORKER'S COMP.INS.AFFIDAVIT REC'D

At _____

GIVE LOCATION
BY STREET AND
NUMBER

in said City of Rockport
Town _____

In accordance with the rules and regulations made under authority of said Statues.

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all taxes required under law.

*Signature of Individual
or Corporate Name (Mandatory)

By: Corporate Officer
(Mandatory, if Applicable)

**Social Security #(Voluntary)
or Federal Identification Number

Telephone

* This license will not be issued unless this certification clause is signed by the applicant.

** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing of delinquency **will be subject to license suspension or revocation.** This request is made under the authority of Mass. G.L. c. 62C s. 49A.

Please submit payment to: Board of Selectmen, 34 Broadway, Rockport, MA 01966

Received _____ 20 _____

A.M. _____

Hour

P.M. _____

Signature of Applicant

Address

Approved _____ 20 _____

License Granted _____ 20 _____

TOWN OF ROCKPORT
BOARD OF SELECTMEN

Requirements for Proprietors of Shops and Galleries

Each year new shops and galleries open in Rockport for the first time. Many of the owners are not familiar with local by-laws and established local standards that the Board of Selectmen strives to maintain.

All businesses (licensed and incorporated) are to meet the following requirements which are listed as a helpful guide for proprietors of new businesses:

- All new business establishments shall register with the Town Clerk.
- Merchandise and artwork are not to be displayed outside of shops and galleries without obtaining an Outdoor Display Permit from the Board of Selectmen. Applications are available online and in the Selectmen's office.
- Application for signs must be submitted to the Selectmen's office for review and approval, in accordance with Rockport's sign by-law.
- Only one parking sticker and transfer station sticker will be issued to a business owned by more than one-non resident. Non-resident employees will not be issued a parking sticker or transfer station sticker.
- Garbage and shop trash may not be deposited in the Town barrels or in the receptacles affixed to utility poles. Garbage must be kept in covered containers at the rear of buildings for frequent collection by the authorized collector or deposited directly to the Transfer Station.

If additional information is needed, please call the Selectmen's office at (978) 546-6786.

**CRIMINAL OFFENDER RECORD INFORMATION (CORI)
ACKNOWLEDGEMENT FORM**

TO BE USED BY ORGANIZATIONS CONDUCTING CORI CHECKS FOR EMPLOYMENT, VOLUNTEER,
SUBCONTRACTOR, LICENSING, AND HOUSING PURPOSES.

Town of Rockport _____ is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to Town of Rockport to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing Town of Rockport written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY:

the Town of Rockport _____ may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that Town of Rockport must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

SIGNATURE

DATE

SUBJECT INFORMATION: (A red asterisk (*) denotes a required field)

*Last Name *First Name Middle Name Suffix

Maiden Name (or other name(s) by which you have been known)

*Date of Birth Place of Birth

*Last Six Digits of Your Social Security Number: _____ - _____

Sex: _____ Height: ___ft. ___ in. Eye Color: _____ Race: _____

Driver's License or ID Number: _____ State of Issue: _____

Mother's Full Maiden Name Father's Full Name

Current and Former Addresses:

Street Number & Name City/Town State Zip

Street Number & Name City/Town State Zip

The above information was verified by reviewing the following form(s) of government-issued identification:

VERIFIED BY: _____
Name of Verifying Employee (Please Print)

Signature of Verifying Employee

TOWN OF ROCKPORT CORI POLICY

I. PURPOSE

This Policy outlines the requirements for the criminal history screening of prospective and current employees, subcontractors, volunteers and interns and professional licensing applicants.

II. APPLICATION

State law and regulations govern the use of Criminal Offender Record Information (CORI) and other criminal history checks by a municipality. When such checks are conducted, such as in connection with an application for employment, volunteer work or licensing purposes, the following practices and procedures will be followed. Violations of CORI laws and regulations are actionable in accordance with state law, and may also result in disciplinary action against an employee found to have violated said laws and regulations, up to and including termination from employment.

III. POLICY

A. Access to CORI

All CORI obtained from the Massachusetts Department of Criminal Justice Information System (DCJIS) shall remain **CONFIDENTIAL**, and CORI may only be disclosed to those individuals who have a "need to know," the information in order to fulfill their duties. This may include hiring managers, staff submitting the CORI requests, and staff charged with processing applications. However, every effort will be made to limit the number of individuals authorized to access or receive CORI. The Town must maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list must be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.

Pursuant to state regulations, all CORI certifications must be renewed annually, and any persons authorized to access CORI are required to be retrained annually.

B. Training

All personnel authorized to review or access CORI, which includes all personnel authorized to conduct criminal history background checks, shall review and be thoroughly familiar with the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

C. Conducting CORI Screening

CORI checks will only be conducted as authorized by the DCJIS and G.L. c. 6, § 172, and only after a CORI Acknowledgement Form has been completed by the individual to be checked.

H. Determining Suitability

If a determination is made, based on the information as provided in Section F of this Policy, that the criminal record belongs to the subject, and the subject does not dispute the record's accuracy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this Policy and any applicable law or regulation. Factors to be considered in determining suitability may include, but not be limited to, the following:

- (1) Relevance of the offense(s) noted on the record to the position or license sought;
- (2) The nature of the work to be performed (where applicable);
- (3) Time since the conviction;
- (4) Age of the candidate at the time of the offense;
- (5) Seriousness and specific circumstances of the offense;
- (6) The number of offenses;
- (7) Whether the applicant has pending charges;
- (8) Any relevant evidence of rehabilitation or lack thereof; and
- (9) Any other relevant information, including information submitted by the candidate or requested by the organization.

Whenever possible, the applicant is to be notified of the decision and the basis for it in a timely manner.

I. Adverse Decisions Based on CORI

If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified promptly. The subject shall be provided with copies of: 1) the organization's CORI Policy; 2) the criminal history at issue, indicating the source(s) of said criminal history; and 3) DCJIS' *Information Concerning the Process for Correcting a Criminal Record*, or other similar information published by DCJIS relating to the process for correcting CORI.

The subject will then be provided with a reasonable opportunity to dispute the accuracy of the CORI record and/or submit additional information. In most instances, that reasonable opportunity shall be seven (7) calendar days from date of notification from the Town of the potential of an adverse decision, unless there are extenuating circumstances. Upon the timely receipt of additional documentation/information from the applicant and/or the DCJIS, the Town shall review the information. If the CORI record does not exactly match the identification information provided by the applicant, the Town will make a determination based upon a comparison of the CORI record and documentation provided by the applicant. The Town shall document all steps it takes in this regard.

In the case of license applications, the Town will additionally provide the applicant with information regarding any applicable appeal process, including the opportunity to dispute the accuracy of the CORI at issue.