



TOWN OF WEST NEWBURY

James RW Blatchford
Town Clerk

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Livery Service Letter Procedure

As stated in the Policies of the West Newbury Select Board, policy #14 The Select Board grants the Town Clerk the authority to set forth a process for a resident to obtain a letter from the Town of the Town Clerk the authority to set forth a process for a resident to obtain a letter from the Town of West Newbury in order to operate commercial ground transportation service to and from Massachusetts Port Authority properties. As of March, 18, 2024 the process for an individual to obtain a letter is as follows:

Livery Service Letter – Operation & Licensing Process

- 1) Obtain LIVERY vehicle plates from Registry of Motor Vehicles (Requirements outlined in 540 Code of Massachusetts Regulations 2.0) for all vehicles to be utilized by the business. Provide copies of all documentation and photographs of all License plates to the Town Clerks Office.
- 2) Apply for & obtain a business certificate from Town Clerk's Office.
 - i) To get a certificate you need to give us the name and address of your business, along with the names and addresses of any people who have an interest in your business. You **CANNOT** use a post office box for a business address.
- 3) Provide copies of the following information to the Town Clerk's Office:
 - Up-to-date registrations for all vehicles used by the business
 - Proof of insurance for all vehicles used in the business
 - Massachusetts licenses for all drivers
 - Photograph of Livery plates issued by the Registry of Motor Vehicles for each of the vehicles used in the business
 - Letter from a West Newbury Police Department of a completed background check for all drivers