



# *City of Lawrence* *Office of the City Clerk*

## **TRANSIENT VENDOR LICENSE** **APPLICATION PROCESS**

1. \_\_\_\_\_ Obtain a current Hawkers and Peddler's License issued by the Commonwealth of Massachusetts – provide a copy of your license with this application. Contact the Division of Standards for the Commonwealth of Massachusetts to apply for a current Hawkers and Peddler's License at [617] 727-3480; [required][ See, G.L. c. 101, sec. 3];
  
2. \_\_\_\_\_ Obtain a current Business Certificate issued by the City of Lawrence if you do not already have one. Business Certificate application must be submitted to the Office of the City Clerk [required] [See, G.L. c. 110, sec. 5]. **APPLICANTS ARE REQUIRED TO PRESENT THE BUSINESS CERTIFICATE TO THE INSPECTIONAL SERVICES DEPARTMENT AND TO OBTAIN ALL REVIEWS, INSPECTIONS, OR LICENSES AS MAY BE REQUIRED BY THE INSPECTIONAL SERVICES DEPARTMENT [IF ANY];**
  
3. \_\_\_\_\_ Contact the Lawrence Police Department, Office of Community Relations [978-794-5900] , to obtain a Public Safety review. A CORI review must be completed for each individual who may be working for the applicant/business owner. CORI forms obtained from the Commonwealth of Massachusetts must be completed no later than one year from the date of application. **PLEASE USE THE SUBMIT THE SAME CORI FORMS USED FOR YOUR HAWKERS AND PEDDLER'S LICENSE TO THE LAWRENCE POLICE IF IT IS DATED WITHIN ONE YEAR FROM THE DATE OF THIS APPLICATION;**
  
4. \_\_\_\_\_ Submit your application to the Tax Assessor's Office [City Hall, 200 Common Street, Lawrence, MA] and have the Tax Assessor complete the Tax Assessment form attached to this application [required] [See, City Ord. Sec. 5.52.050];
  
5. \_\_\_\_\_ Bring the completed application to the Office of the City Clerk to obtain a date for hearing before the Lawrence City Council [required][Ord. Sec. 5.52 and G.L. c. 101, sec. 3]
  
6. \_\_\_\_\_ If the license is approved by The City Council, report to the Office of the City Clerk to pay the Tax Assessment and obtain your license;

**TRANSIENT VENDOR LICENSES ISSUED BY THE CITY OF LAWRENCE EXPIRE ON DECEMBER 31<sup>ST</sup> OF EACH YEAR AND A NEW LICENSE MUST BE OBTAINED EVERY YEAR**



# City of Lawrence Office of the City Clerk

## TRANSIENT VENDOR LICENSE APPLICATION & PETITION [City Ordinance Sec. 5.52-G.L. c. 101 ]

(PLEASE PRINT OR TYPE)

Applicant Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Home Tel. Num: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-Mail \_\_\_\_\_

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

Bus. Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Bus. Tel. Num: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-Mail \_\_\_\_\_

Name of Business Owner: \_\_\_\_\_

Address of Bus. Owner: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Bus. Owner Tel. Num: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-Mail \_\_\_\_\_

Location of Vending/Sales: \_\_\_\_\_

Hours & Days of Operation: \_\_\_\_\_

Description of goods or items for sale: \_\_\_\_\_

Average value of inventory: \$ \_\_\_\_\_

Number of Employees: \_\_\_\_\_ [Attach a list of all employees other than yourself. Please include the name, date of birth, residential address, and State of residence for each employee – **A CORI REVIEW MUST BE COMPLETED FOR EACH EMPLOYEE**].

Description of the method of sales to be used [ie: door-to-door sales, street vending, etc]: \_\_\_\_\_

**\*ATTACH A COPY OF A CURRENT HAWKERS & PEDDLERS LICENSE ISSUED BY THE COMMONWEALTH OF MASSACHUSETTS [REQUIRED].**

**\* APPLICANT IS RESPONSIBLE TO OBTAIN ANY ADDITIONAL LICENSE(S) AS MAY BE REQUIRED OR NECESSARY**

**\* TRANSIENT VENDOR LICENSES ISSUED BY THE CITY OF LAWRENCE EXPIRE ON DECEMBER 31<sup>ST</sup> OF EACH YEAR AND A NEW LICENSE MUST BE OBTAINED EACH YEAR**



*City of Lawrence  
Office of the City Clerk*

**TRANSIENT VENDOR LICENSE  
TAX ASSESSOR APPROVAL FORM**

*[City Ordinance Sec. 5.52]*

----- **TAX ASSESSOR USE ONLY** -----

The City Tax Assessor has reviewed the average value of the goods/inventory offered for sale by the petitioner as stated by the petition and sets the tax assessed to be in the amount of \$ \_\_\_\_\_. [not less than \$50.00][See Ordinance Sec. 5.52.050].

**\*FEE TO BE COLLECTED BY CITY CLERK UPON ISSUANCE OF LICENSE.**

\_\_\_\_\_  
**Tax Assessor/Staff**

\_\_\_\_\_  
**date**

\*\*\*\*\*

**OTHER/COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# City of Lawrence Office of the City Clerk

## TRANSIENT VENDOR LICENSE PUBLIC SAFETY REVIEW and APPROVAL FORM [City Ordinance Sec. 5.52]

TO: Lawrence Police Department  
FROM: City Clerk, City of Lawrence  
DATE: \_\_\_\_\_

**REVIEW OF THE ATTACHED APPLICATION BY THE LAWRENCE POLICE DEPARTMENT IS REQUESTED BY THE OFFICE OF THE CITY CLERK**

(PLEASE PRINT OR TYPE)

Applicant Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Home Tel. Num: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-Mail \_\_\_\_\_

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

Bus. Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Bus. Tel. Num: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-Mail \_\_\_\_\_

Name of Business Owner: \_\_\_\_\_

Address of Bus. Owner: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Bus. Owner Tel. Num: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-Mail \_\_\_\_\_

**\*Original Criminal History [CORI] form and report to be submitted for police review.**

----- POLICE OFFICIAL USE ONLY -----

Approved by: \_\_\_\_\_ Denied by: \_\_\_\_\_

**Reason for Denial:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



*City of Lawrence*  
*Office of the City Clerk*

**TRANSIENT VENDOR LICENSE**  
**CITY CLERK'S OFFICE REVIEW**

----- CITY CLERK'S OFFICE USE ONLY -----

CHECK EACH ITEM AS COMPLETED:

1. \_\_\_\_\_ Current Business Certificate [required] [G.L. c. 110, sec. 5];
2. \_\_\_\_\_ Current Hawkers and Peddlers License [copy only] issued by Massachusetts [required][See, G.L. c. 101, sec. 3];
3. \_\_\_\_\_ Public Safety review completed – CORI check completed by Police Chief;
4. \_\_\_\_\_ Tax Assessment completed by Tax Assessor [See, City Ord. Sec. 5.52.050];
5. \_\_\_\_\_ Review by Tax Assessor on Inventory in an amount of no less than \$50.00;  
\*The assessment is to be paid by the applicant AFTER City Council approval of the license at the time the license is issued by the City Clerk.
6. \_\_\_\_\_ SCHEDULE THE APPLICANT FOR HEARING BEFORE CITY COUNCIL [Ord. Sec. 5.52 and G.L. c. 101, sec. 3] - [doc. # \_\_\_\_\_];

**PRIOR TO ISSUING THE LICENSE**

7. \_\_\_\_\_ Tax Assessment Paid - [City Ord. Sec. 5.52.050][NO LESS THAN \$50.00];
8. \_\_\_\_\_ Inform Applicant that each license issued [expires December 31st each year regardless of date of issuance][See G.L. c. 101. sec. 5];
9. \_\_\_\_\_ FAX/E-MAIL A COPY OF THE LAWRENCE POLICE DEPARTMENT.

\_\_\_\_\_  
Office of the City Clerk – Staff

\_\_\_\_\_  
date

\*\*\*\*\*

OTHER/COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_