



TOWN OF IPSWICH

IPSWICH, MASSACHUSETTS 01938

Pamela Z. Carakatsane, CMMC/CMC
Town Clerk

25 Green Street
(978) 356-6600

CLASS II LICENSE

NEW LICENSES - REQUIRED DOCUMENTATION:

1. Town of Ipswich Application form
2. Application for a License to Buy, Sell, Exchange or Assemble Second Hand Motor Vehicles or Parts Thereof (Hobbs & Warren Form 53)
3. Fee in the amount of \$100.00
4. Contract naming applicant as agent of a recognized motor vehicle manufacturer
5. REAP Form (Revenue Enforcement and Protection Attestation Form)
6. CORI
7. Surety Bond in the amount of \$25,000.00
8. Workers' Compensation Insurance Affidavit
9. Workers' Compensation Policy Declaration Page
10. Plot Plan
11. Abutters' list
12. Letter to Planning Department (Town Regulation 2.2)
13. Public Hearing

RENEWAL LICENSES - REQUIRED DOCUMENTATION:

1. Town of Ipswich Application form
2. Fee in the amount of \$100.00
3. REAP Form (Revenue Enforcement and Protection Attestation Form)
4. Surety Bond in the amount of \$25,000.00
5. Workers' Compensation Insurance Affidavit
6. Workers' Compensation Policy Declaration Page



TOWN OF IPSWICH
OFFICE OF THE TOWN CLERK
APPLICATION FOR RENEWAL OF

TOWN CLERK STAMP

CLASS II LICENSE
(MGL Ch 140 §§ 57, 58 & 59; Ch 62c § 49A, Ch 152 § 25C(6);
& Town Regulation 1/12/87)

(04/03/14 P. Carakatsane)

Pursuant to M.G.L. Chapter 140, § 58 (c) (1) provides that used car dealers must: "...obtain a bond, or equivalent proof of financial responsibility satisfactory to the municipal licensing authority in the amount of \$25,000 executed by a surety company authorized by the insurance department to transact business in the commonwealth."

Pursuant to M.G.L. Chapter 140, § 58 (c) (8) THE TOWN OF IPSWICH WILL NOT ISSUE A LICENSE OR RENEWAL UNLESS THE REQUIRED BOND IS IN PLACE

******* ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED *******

NEW APPLICATION:

REQUIRED DOCUMENTATION

- | | | |
|---|--|---|
| <input type="checkbox"/> Fee - \$ 100.00 | <input type="checkbox"/> CORI | <input type="checkbox"/> REAP Form |
| <input type="checkbox"/> Application for a License to Buy, Sell...Second Hand Motor Vehicles (Hobbs & Warren Form 53) | <input type="checkbox"/> Contract naming Applicant as Agent of Recognized Motor Vehicle Manufacturer | <input type="checkbox"/> Surety Bond |
| <input type="checkbox"/> Workers' Compensation Insurance Affidavit | <input type="checkbox"/> Worker's Compensation Policy Declaration Page | <input type="checkbox"/> Plot Plan |
| <input type="checkbox"/> Abutters' List | <input type="checkbox"/> Letter to Planning Dept. (Town Reg. 2.2) | <input type="checkbox"/> Public Hearing |

RENEWAL APPLICATION:

REQUIRED DOCUMENTATION

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Fee - \$ 100.00 | <input type="checkbox"/> REAP Form | |
| <input type="checkbox"/> Workers' Compensation Insurance Affidavit | <input type="checkbox"/> Worker's Compensation Policy Declaration Page | <input type="checkbox"/> Surety Bond |

Applicant's Name: _____

Applicant's Phone: _____

Applicant's Address: _____

Applicant's
Date of Birth: _____

Applicant's Social Security # _____

Business Name: _____

Location of Business: _____

Business Phone: _____

Are you aware of the provisions of MGL Chapter 40 §§ 57 - 59?

YES

NO

Will your principal business be the sale of motor vehicles?

YES

NO

Do you have a location ready for such a business?

YES

NO

Do you have experience in the business of the sale of motor vehicles?

YES

NO

Have you ever had a license to sell motor vehicles in this state or any other state denied? Please explain.

YES

NO

What is your present principal business? Please explain.

Do you plan to make repairs to the vehicles? Please explain.

I HEREBY SWEAR (AFFIRM) UNDER THE PAINS AND PENALTIES OF PERJURY THAT I AM THE PERSON NAMED ABOVE AND THAT THE INFORMATION PROVIDED BY ME IN THIS DOCUMENT IS TRUE.

Applicant's Signature _____

Date _____

NEW APPLICATIONS ONLY

***PLEASE OBTAIN RECOMMENDATIONS FROM INSPECTORS
PRIOR TO SUBMITTING APPLICATION
TO THE TOWN CLERK'S OFFICE***

Building Inspector: _____ Date _____ Recommend Do Not Recommend

Fire Chief: _____ Date _____ Recommend Do Not Recommend

Police Chief: _____ Date _____ Recommend Do Not Recommend

Planning Board: _____ Date _____ Recommend Do Not Recommend

THE COMMONWEALTH OF MASSACHUSETTS

OF

APPLICATION FOR A LICENSE TO BUY, SELL, EXCHANGE
OR ASSEMBLE SECOND HAND MOTOR VEHICLES
OR PARTS THEREOF

I, the undersigned, duly authorized by the concern herein mentioned, hereby apply for a
class license, to Buy, Sell, Exchange or Assemble second hand motor vehicles or parts thereof, in accordance with
the provisions of Chapter 140 of the General Laws.

1. What is the name of the concern?

Business address of concern. No. St.,

City — Town.

2. Is the above concern an individual, co-partnership, an association or a corporation?

3. If an individual, state full name and residential address.

4. If a co-partnership, state full names and residential addresses of the persons composing it.

5. If an association or a corporation, state full names and residential addresses of the principal officers.

President

Secretary

Treasurer

6. Are you engaged principally in the business of buying, selling or exchanging motor vehicles?

If so, is your principal business the sale of new motor vehicles?

Is your principal business the buying and selling of second hand motor vehicles?

Is your principal business that of a motor vehicle junk dealer?

7. Give a complete description of all the premises to be used for the purpose of carrying on the business.

.....
.....
.....
.....

8. Are you a recognized agent of a motor vehicle manufacturer? (Yes or No)

If so, state name of manufacturer
.....

9. Have you a signed contract as required by Section 58, Class 1? (Yes or No)

10. Have you ever applied for a license to deal in second hand motor vehicles or parts thereof? (Yes or No)

If so, in what city — town

Did you receive a license? (Yes or No) For what year?

11. Has any license issued to you in Massachusetts or any other state to deal in motor vehicles or parts thereof ever been suspended or revoked? (Yes or No)

.....
.....
.....

Sign your name in full.
(Duly authorized to represent the concern herein mentioned)

Residence.

IMPORTANT

EVERY QUESTION MUST BE ANSWERED WITH FULL INFORMATION, AND FALSE STATEMENTS HEREIN MAY RESULT IN THE REJECTION OF YOUR APPLICATION OR THE SUBSEQUENT REVOCATION OF YOUR LICENSE IF ISSUED.

NOTE: If the applicant has not held a license in the year prior to this application, he must file a duplicate of the application with the registrar. (See Sec. 59)

MASSACHUSETTS DEPARTMENT OF REVENUE

REVENUE ENFORCEMENT AND PROTECTION (REAP) ATTESTATION

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

*Signature of Individual or Corporate Name (Mandatory)

By: Corporate Officer (Mandatory, if applicable)

** Social Security # or Federal Identification Number

* 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 or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, § 49A.



IPSWICH
POLICE DEPARTMENT

15 Elm Street
IPSWICH, MASSACHUSETTS 01938

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

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

The Town of Ipswich 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 the Town of Ipswich 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 the Town of Ipswich with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY: The Town of Ipswich may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that the Town of Ipswich 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:

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



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

Are you an employer? Check the appropriate box:

- 1. I am an 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 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 #: _____

Information and Instructions

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, an *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. **Also be sure to 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 Investigations 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 home owner 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 Investigations 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.

The Department's address, telephone and fax number:

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

Tel. # 617-727-4900 ext 406 or 1-877-MASSAFE

Fax # 617-727-7749

www.mass.gov/dia

TOWN OF IPSWICH
MASSACHUSETTS

CLASS II LICENSE

SUBJECT: Sale of Second Hand Motor Vehicles

REFERENCE: (Massachusetts General Laws (Annotated), Chapter 140; Sections 57, 58, 59)

GENERALLY: No person, except one whose principal business is the manufacture and sale of new motor vehicles, but who incidentally acquires and sells second hand vehicles, or a person whose principal business is financing the purchase of or insuring motor vehicles, but who incidentally acquires and sells second hand vehicles, shall engage in the business of buying, selling, exchanging, repairing, or assembling second hand motor vehicles or parts thereof or allow any property under his control to be used as a place of sale or display of motor vehicles without securing a license as provided in section fifty-nine. (This section applies to auctions and lessors and renters who sell second hand vehicles.)

CLASS II LICENSES: Any person whose principal business is the buying or selling of second hand motor vehicles.

APPLICATION PROCEDURE

1.1 The applicant shall complete Hobbs & Warren form 53 and submit the name, date of birth, and social security account number of the principal applicant.

1.2 If the applicant has not held a license in the year prior to the year of the application, a duplicate application (Form 53) shall be filed with the Registrar of Motor Vehicles.

The applicant shall submit signed tax law compliance attestation form.

1.3 No license shall be granted or transferred, nor functionally transferred via the sale of stock in the company holding the license, unless the Board of Selectmen (the "Board") is satisfied from an investigation of the facts stated in the application, and any other information which they may require of the applicant, that he is a proper person to engage in the business, that said business is or will be his principal business, and that he has available a place of business suitable for the purpose.

1.4 It is the practice of the Board to hold a public hearing on each application.

1.5 The applicant shall complete an application form and submit it to the Board.

PRIOR TO HEARING

2.1 At the applicant's expense, advertise the hearing and notify the abutters via return receipt mail. Provide at least seven (7) days notice to abutters prior to the hearing.

- 2.2 Have the Building Inspector and Fire Chief check the proposed location for possible code violations, and recommend approval or disapproval on the application to the Board.
- 2.3 Have the applicant submit a letter to the Planning Board describing his/her planned business operation, construction, and the proposed location. The applicant should ask the Planning Board to notify the Board if the use is prohibited or permitted, and if it is permitted, whether a Special Permit is required. A copy of the letter to the Planning Board should go to the Board.
- 2.4 Conduct a background investigation of the applicant. Have a recommendation of approval or disapproval from the Police Chief endorsed on the application to the Board.

THE HEARING

- 3.1 At the time of the public hearing, the Board shall be provided with a plot plan of the location of the proposed business and as much detail regarding the applicant's plans as possible.
- 3.2 The Board should ask the applicant the following (but not limited to the following) questions:
 - A. Are you aware of the provisions of Chapter 140, Sections 57, 58, and 59 of the General Laws?
 - B. Will your principal business be the sale of motor vehicles?
 - C. Do you have a location ready for such a business?
 - D. Do you have experience in the business of the sale of motor vehicles?
 - E. Have you ever had a license to sell motor vehicles in this state or any other state revoked? Please explain.
 - F. Have you ever had an application to sell motor vehicles in this state or any other state denied? Please explain.
 - G. What is your present principal business? Please explain.
 - H. Do you plan to make repairs to the vehicles? Please explain.
- 3.3 The Board may not issue a license unless the Board is reasonably satisfied that the applicant is a proper person to engage in the business specified.
- 3.4 Any person aggrieved by any action of the board refusing to issue, or revoking a license for any cause, may, within ten days after such action, appeal to the Essex County Superior Court, which will have jurisdiction in equity.
- 3.5 The Board shall not issue a license unless the Board is satisfied, if applicable, that a permit for the storage of flammables has been properly issued and that, if applicable, a proper paint spraying booth with sprinkler system has been installed and been inspected.

FEE

4.1 The Board of Selectmen shall establish and may amend from time to time the fee schedule for licenses issued under these Regulations.

REVOCACTION

5.1 For non-compliance with the statutes or by the registrar.

Adopted by Vote of the Ipswich Board of Selectmen on January 12, 1987.