

Non-Refundable
Application Fee \$100



TOWN OF AYER
HACKNEY CARRIAGE LICENSE APPLICATION (Livery/Taxi)

The undersigned respectfully requests to be licensed to set up and use a Hackney Carriage under Article VIII of the Bylaws of the Town of Ayer, MA. (Text of Bylaw attached to end of application)

Personal Information - *If corporation, full corporate name. If Partnership, name of each partner.*

Name in Full: _____

Business Name: _____

Address of Business: _____

Telephone # of business: _____

FID #: _____

Address of Applicant: _____

Telephone # of Applicant: _____

Date of Birth: _____

Hair Color: _____ Height: _____ Eye Color: _____ Complexion: _____

Nationality: _____

Driver's License Number: _____

Date of License Expiration: _____

Can you read and write in the English language? _____

Are you a citizen of the United States? _____

Employee Information – *Fill this section out for each employee/owner; if different than above*

Name in Full: _____

Address of Employee: _____

Telephone # of Employee: _____

Date of Birth: _____

Hair Color: _____ Height: _____ Eye Color: _____ Complexion: _____

Nationality: _____

Driver's License Number: _____

Date of License Expiration: _____

Can employee read and write in the English language? _____

Are you a citizen of the United States? _____

Business Information

Are you currently in operation? _____

If so, since when? _____

Description of fleet:

Total Number of Vehicles in Fleet _____

Fill this section out for each vehicle

Year/Make/Model of Vehicle: _____

Massachusetts Registration # of vehicle _____

Horsepower of Vehicle _____

Number of passengers designed to seat: _____

Number of doors on vehicle _____

Do you own the automobile and have the title? If not, give in detail the loan(s) associated _____

Pursuant to Town of Ayer Bylaw VIII a CORI background check is required for all owners/partners and employees of applicant. This will be conducted by the Ayer Police Department. CORI Background Check Application is at the end of this application.

Fill out CORI application for each owner, partner, and employee and return to the Board of Selectmen's Office with this application.

In addition to the CORI application, please include the following attached to your application:

- \$100 check or money order made payable to the Town of Ayer (*This is non-refundable*)
- CORI application for **EACH** owner/partner and employee
- Certificate of Motor Vehicle Liability Insurance for each vehicle with minimum coverage of \$100,000/\$300,000 for bodily injury and \$50,000 for property injury
- At least one (1) Letter of Recommendation from each of the following:
 - o Vendor with whom the applicant conducted business within the past two (2) years
 - o Financial Institution with whom the applicant has conducted business within the past two (2) years
 - o Employer for whom the applicant worked within the past two (2) years
 - o Another Creditor with whom the applicant conducted business within the past two (2) years
- A written statement containing the following:
 - o Permanent location of business
 - o Proposed hours of operation
 - o Copy of the registration for each vehicle to be used
 - o The name of each driver to be employed
 - o A copy of the business certificate filed with the Town Clerk's Office
 - o In addition, all corporate applicants shall submit a current Certificate of Good Standing from the Secretary of the State and Department of Revenue

When this form is filled out with the requirements listed above, submit to the Board of Selectmen's Office. A field inspection of each vehicle will be scheduled by the Ayer Police Department.

ALL THE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.

DATE: _____

Applicant's Signature

To be signed under the pains and penalties of perjury in the presence of a Notary Public

This section to be filled by Notary Public after witness of signature by applicant

On this _____ day of _____, 20_____, before me the undersigned notary public, personally appeared _____, proved to
(name of document signer)

me through satisfactory evidence of identification, which were _____,
to be the person whose named assigned on the preceding document and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of (his) (her) knowledge and belief.

Signature of Notary Public

My Commission Expires: _____



Criminal Offender Record Information (CORI)
Acknowledgement Form

To be used by organizations conducting CORI checks for employment, volunteer, subcontractor, licensing, and housing purposes.

_____ is registered under the

 (Organization)
 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 _____

 (Organization)

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 _____

 (Organization)
 with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY:

The _____ may conduct

 (Organization)
 subsequent CORI checks within one year of the date this Form was signed by me, provided, however, that
 _____,

 (Organization)
 with written notice of this check.

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

Signature of CORI Subject

Date



**THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
Department of Criminal Justice Information Services**
200 Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973
MASS.GOV/CJIS



SUBJECT INFORMATION

Please complete this section using the information of the person whose CORI you are requesting.
The fields marked with an asterisk (*) are required fields.

* First Name: _____ Middle Initial: _____

* Last Name: _____ Suffix (Jr., Sr., etc.): _____

Former Last Name 1: _____

Former Last Name 2: _____

Former Last Name 3: _____

Former Last Name 4: _____

* Date of Birth (MM/DD/YYYY): _____ Place of Birth: _____

* Last **SIX** digits of Social Security Number: ____ -- ____ No Social Security Number

Sex: _____ Height: ____ ft. ____ in. Eye Color: _____ Race: _____

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

Father's Full Name: _____

Mother's Full Name: _____

Current Address

* Street Address: _____

Apt. # or Suite: _____ *City: _____ *State: _____ *Zip: _____

SUBJECT VERIFICATION

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

Verified by:

Print Name of Verifying Employee

Signature of Verifying Employee

Date

ARTICLE VIII - HACKNEY CARRIAGES

POLICY AND PROCEDURES

SUBJECT:

Hackney Carriages for the hired conveyance of persons from place to place within the Town of Ayer.

GENERALLY:

The Board of Selectmen may from time to time grant the license, provided for in Section 1, and may REVOKE such license at their discretion. Every licensee shall pay to the Town Treasurer for the use of the Town, a sum to be determined by the Board of Selectmen for each vehicle so licensed. All licenses granted hereunder shall expire at the expiration of ONE (1) YEAR from the granting thereof unless sooner revoked and shall be recorded by the Town Clerk in a book to be kept for that purpose.

In an effort to minimize the impact of excessive or unnecessary traffic congestion in the Town of Ayer, only TEN (10) licenses (including renewals) will be permitted to be in use at any given time, provided that, anyone already holding a valid license on the date this regulation is adopted shall not be effected by the maximum license issued portion of this provision so long as any such licensees have continuously held a valid Hackney Carriage for five (5) or more years. Licenses (including renewals) shall be issued on the first come-first served basis. Expiration dates of current licenses shall be made available to anyone upon request in the Selectmen's Office.

APPLICATION PROCEDURE:

1.1 Every vehicle (except railroad and street railroad cars, trackless trolleys or trolley motors) within the meaning of section 2, of Chapter 163 of the General Laws use or to be used for the conveyance of persons for hire from place to place within the Town of Ayer, commencing in the Town of Ayer and having its destination outside the Town of Ayer, or anyone who maintains a regular place of business in the Town of Ayer for hackney carriage or taxi shall be deemed a Hackney Carriage and will require a license from the Board of Selectmen. The maintenance of a place of business is not necessarily limited to a building or office but merely if the Hackney Carriage generally operates in the Town of Ayer. Also, if an individual maintains a place of business or a Hackney Carriage operation outside of the Town of Ayer to a destination outside the Town of Ayer and has its destination in the Town of Ayer, a Hackney Carriage License shall be required from the Board of Selectmen.

1.2 Applications for the Hackney Carriage License shall be made in writing of forms approved by the Board of Selectmen. These forms shall include a criminal record disclosure statement.

1.3 Applicants shall submit letters of recommendation from individuals, at least three (3), of the following categories:

- (a) Vendor with whom the applicant conducted business within the past two (2) years.
- (b) Financial institutions with whom the applicant has conducted business within the past two (2) years.
- (c) Employer for whom the applicant worked within the past two (2) years.
- (d) Another creditor with whom the applicant conducted business within the past two (2) years.

1.4 A written statement containing the following shall be submitted:

- (a) Permanent location of business.
- (b) Proposed hours of operation.
- (c) A copy of the registration for each vehicle to be used.
- (d) The name of each driver to be employed.
- (e) A copy of business certificates filed with the Town Clerk.
- (f) In addition, all corporate applicants shall submit a current Certificate of Good Standing from the Secretary of State and the Department of Revenue

1.5 There shall be a field inspection by the Police Department of each vehicle to be used. This will include proper registration, safety review, and basic serviceability. All vehicles will be required to display company name and host community in letters not less than four inches (4") high by one half inch (1/2") wide. (Lettering on cab doors is only required if the cab is a metered cab.)

1.6 A statement shall be submitted by the Ayer Police Department that a background check has been completed on each driver. The Ayer Police Department will issue a recommendation to allow or disallow each driver to operate a taxi.

1.7 The applicant shall submit a certificate of insurance in compliance with the provisions of the statutes of the Commonwealth with references to compulsory motor vehicle liability insurance. The minimum coverage will be \$100,000/\$300,000 for bodily injury and \$50,000 for property injury. The Board of Selectmen as the issuing authority may review annually the minimum insurance coverage for bodily injury and property damage and may increase the same without seeking an amendment to this by-law. In the Board of Selectmen's review, they should take into consideration the general economic conditions in the area and the cost of insurance verses the benefit provided to the public generally with the maintenance of a greater level of insurance. Also, if a greater form of insurance is required by any federal law or statute of the Commonwealth of Massachusetts or any rule promulgated thereunder, then that shall become the minimum insurance required pursuant to this by-law.

1.8 Receipt of the abovementioned material in 1. 2 to 1. 7 shall constitute a completed application.

1.9 The application and related documents shall be place on the Agenda for review by the Board of Selectmen.

1.10 No License as a Hackney Carriage shall be granted for any vehicle seating more than eight (8) passengers, including the driver, nor unless such vehicle shall be properly equipped for adequate lighting thereof both without and within same.

1.11 Every application for a license shall state the owner's name and address, the maker's name and number of the vehicle, the type of vehicle, the vehicle's rated horsepower, the number of passengers which the vehicle is designed to seat, the registration number issued by the Commonwealth of Massachusetts and such other information as the Board of Selectmen may require or stipulate

1.12 All such licenses shall be subject to such terms and conditions prescribed by the Board of Selectmen.

FEE:

2.1 Following approval of the license but prior to issuance of the license the Board of Selectmen shall collect a fee per licensed vehicle.

REVOCACTION:

3.1 The Board of Selectmen may revoke, cancel or suspend a license issued under this section in the event the licensee engages in any manner inconsistent with a business for the transporting of passengers by motor vehicles. Such inappropriate behavior shall include but not be limited to:

- (a) Conviction of crimes.
- (b) Two or more moving vehicle violations for which the operator is found or pleads responsible within any calendar year.
- (c) Arrests for operating a motor vehicle while either under the influence of intoxicating liquor or drugs.
- (d) Failure to keep their vehicle(s) properly registered, inspected or insured.
- (e) Complaints involving the suitability or fitness of the individual licensee regarding the operation of the hackney business.

3.2 All hearings on suspension or revocation of any Hackney Carriage License shall be conducted before the Board of Selectmen or an impartial hearing officer designated by the Board. The licensee shall have the right to present evidence and call and cross-examine witnesses. The Board or hearing officer may consider all relevant evidence and shall not be bound by the formal rules of evidence or procedure.

CRITERIA FOR CONSIDERATION:

4.1 Selectmen shall base their decision on the request for a Hackney Carriage license on the following:

- (a) Completed application form.
- (b) Background check by Police Department.
- (c) Degree to which granting of license is deemed to be in the public interest.
- (d) Field inspections of vehicles by Police Department.
- (e) Hackney Carriage to have at least four (4) doors.

4.2 Selectmen shall base their decision on a renewal request for a Hackney Carriage License on the following:

- (a) Record of prior year.
- (b) Report by the Executive Secretary of any complaints.
- (c) Field inspection of vehicle(s) by the Police Department.
- (d) Background check by the Police Department.
- (e) whether renewal is in the public interest.

TERM:

5.1 The License shall expire one (1) year from the date in which such license was granted, unless for a shorter time. All Hackney Carriage Licenses will be granted on April 1st and expire on March 31st of the following year.

LICENSE RENEWALS:

6.1 Applications should be filed with the Selectmen's office not less than thirty (30) days from the date they are due to expire.

6.2 Licensees pay the license fee following approval of the renewal by the Board of Selectmen.

6.3 Selectmen's secretary shall keep a copy of the license on file in the Selectmen's office.

6.4 Selectmen's secretary shall notify the licensee that the license can be paid and picked up.

GENERAL:

7.1 Hackney Carriage fares must be conspicuously posted at all times in each vehicle.

7.2 No owner shall employ or retain as a Hackney Carriage driver or operator any person who does not possess a currently valid Ayer Hackney Carriage driver's license and a Massachusetts operator's license.

7.3 When any holder of a Hackney Carriage License ceases to do business under any such name that the license is held in or commence to do business under any other name, such holder shall notify the Board of Selectmen in writing within ten (10) days thereafter.

7.4 No owner shall knowingly permit a driver to operate a Hackney Carriage in violation of any of these regulations