



## Town of Chelmsford Police Department

### **SOLICITOR PERMIT PROCEDURE**

1. Solicitor permit applications may be left at the main window.
2. The application must be filled out completely.
3. **The application must be submitted with the \$25.00 non-refundable fee. NO CASH ACCEPTED. CERTIFIED BANK CHECK OR MONEY ORDER ONLY. The application will not be processed without this fee.**
4. The application will be processed by Lt. Ahern. He will contact you to schedule an appointment to issue the permit and badge. Please allow up to ten (10) days to be notified.
5. In the event that an identification badge or permit is lost, stolen, or becomes damaged or obscured, a duplicate must be issued. The cost for a duplicate is \$10.00.
6. **All permits expire on December 31<sup>st</sup> of the year that they are issued.**
7. Any questions regarding the process for a solicitor's permit should be directed to Lt. Todd Ahern at 978-256-2521 EXT 102. He is the only authorized person to issue solicitor permits.

## Chapter 116. Peddling, Soliciting and Sales

[HISTORY: Adopted by the Town Meeting of the Town of Chelmsford as indicated in article histories. Amendments noted where applicable.]

### Article I. Roadside Sales

[Adopted 5-19-1977 ATM by Art. 49; amended in its entirety 5-21-1979 ATM by Art. 47]

#### § 116-1. License required; exception.

- A. No person shall engage in the roadside sale of flowers, blankets, paintings, gifts, fish, food, rugs or trees without first obtaining a license issued by the Select Board, and said license shall be conspicuously displayed by the vendor.  
[Amended 6-17-2021 ATM by Art. 29]
- B. Any person having a usual place of business within the town may conduct the aforesaid activities on the same premises in connection with and accessory to his or her primary business without obtaining said license.

### Article II. Auctions and Sales

[Adopted 5-13-1985 ATM by Art. 13]

#### § 116-2. Use of public buildings.

All auctions and sales in public buildings in the Town of Chelmsford are hereby prohibited except for the purpose of town business or such other business as may be deemed proper or necessary by the committee, board or officer having charge of said public building.

### Article III. Solicitors

[Adopted 10-1-1990 ATM by Art. 8]

#### § 116-3. Registration required.

- A. It shall be unlawful for any person to solicit orders or subscriptions for goods or services, or to sell goods or services door to door, in the town without first having registered with the Police Department. The registrant shall provide proof of identification, his or her signature, the name of his or her employer, the type of products or services which he or she is soliciting and such other information as may be requested by the Police Department. Each person soliciting in the town on behalf of

a corporation, business or other for-profit organization shall be required to register with the Police Department.

- B. Each person shall pay to the Police Department at the time of registration an annual registration fee set pursuant to MGL c. 40, § 22F, to the extent permitted by law. [Amended 10-17-2005 ATM by Art. 20]

## § 116-4. Permit and identification badge.

- A. Each person who pays the fee provided herein shall be furnished a permit indicating that he or she has registered and showing the dates covered by such registration.
- B. Each person shall at all times while soliciting in the town carry upon his or her person the registration permit, and the same shall be exhibited by such person whenever required to do so by any police officer or by any person solicited.
- C. In addition to the permit, the town shall issue an identification badge to every person registered hereunder. Permittees shall wear their badges in such a manner that the badges may be easily read while transacting business. If a badge becomes damaged or obscured, the permittee shall return it to the town and receive another badge. Badges issued hereunder shall conspicuously state that the Town of Chelmsford does not endorse the goods or services being solicited.
- D. Permits and identification badges shall be used only by the person to whom they were issued and may not be transferred or extended to include any other person.

## § 116-5. Hours of operation.

There shall be no door-to-door solicitation or selling before 9:00 a.m. or after 6:00 p.m.

## § 116-6. Revocation of permit.

Any permit issued under this article may be suspended or revoked by the Chief of Police for any of the following reasons:

- A. Fraud or misrepresentation in the application for the permit.
- B. Fraud or misrepresentation in the course of soliciting.
- C. Conducting the business of soliciting contrary to the conditions specified in this article.
- D. Conducting the business of soliciting in such manner as to violate any of the laws or regulations of the Commonwealth of Massachusetts or the Town of Chelmsford.

## § 116-7. Violations and penalties.

Any person who violates any provision of this article shall be punished by a fine not exceeding \$200.

## Article IV. Restricted Vendor Areas

[Adopted 5-8-1995 ATM by Art. 23]

## § 116-8. Designation.

- A. For the purpose of public safety, no person shall offer for sale or sell any articles on the public ways or town-owned property designated on plans approved by the Select Board during the following periods:  
[Amended 6-17-2021 ATM by Art. 29]
- (1) The annual Independence Day celebration.
  - (2) Veterans memorial services.
  - (3) The annual winterfest.
  - (4) Winter prelude.
  - (5) Other events approved by the Select Board.
- B. The Select Board shall review each special event seeking to fall under this article with the sponsor(s) to determine whether a restricted area shall be designated for the event. Should a restricted area be needed, the plan of the proposed area shall be submitted to the Select Board for approval a minimum of one month prior to the event.  
[Amended 6-17-2021 ATM by Art. 29]
- C. This article shall not prohibit hawkers, peddlers or vendors from selling their products on the public ways of the town during any period not designated above or in any area outside the area designated on the plans referred to above.

{END OF CHAPTER}

**TOWN OF CHELMSFORD  
POLICE DEPARTMENT**

**APPLICATION FOR PERMIT TO SOLICIT ACCORDING TO ARTICLE VI OF SECTION 16 BY-LAWS OF THE  
TOWN OF CHELMSFORD**

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY OR TOWN: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

PHONE: \_\_\_\_\_ SSN: \_\_\_\_\_

IF NATURALIZED, GIVE DATE AND PLACE: \_\_\_\_\_

FATHER'S NAME: \_\_\_\_\_ MOTHER'S MAIDEN NAME: \_\_\_\_\_

NATURE OF BUSINESS FOR WHICH PERMIT IS REQUESTED: \_\_\_\_\_  
\_\_\_\_\_

NAME OF COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_

IF YOU ARE STAYING TEMPORARILY IN THE AREA, HOW LONG? \_\_\_\_\_

LOCAL ADDRESS: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME IN ANY STATE?: \_\_\_\_\_

IF YES, PLEASE LIST CRIME, WHEN IT OCCURRED, AND STATE: \_\_\_\_\_  
\_\_\_\_\_

MOTOR VEHICLE MAKE/MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_

COLOR: \_\_\_\_\_ PLATE AND STATE: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_

**I UNDERSTAND THAT UNDER BY-LAWS IN THE TOWN OF CHELMSFORD, NO SOLICITATION  
OR SELLING MAY TAKE PLACE BEFORE 9:00 AM OR AFTER 6:00 PM. I ALSO UNDERSTAND THAT  
FALSE INFORMATION ON THIS REGISTRATION FOR WILL BE GROUNDS TO DENY THIS  
APPLICATION.**

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**FOR DEPARTMENT USE ONLY**

ID CONFIRMED: \_\_\_\_\_ COMPANY CONFIRMED: \_\_\_\_\_

MASS BOP: \_\_\_\_\_ III CHECK: \_\_\_\_\_ HOME STATE BOP: \_\_\_\_\_

WARRANTS: \_\_\_\_\_ BETTER BUSINESS BUREAU: \_\_\_\_\_

PERMIT ISSUED BY: \_\_\_\_\_



2 Olde North Road, Chelmsford, MA 01824  
Telephone: 978-256-2521, Fax: 978-256-7094

