



Town of Newbury
Office of the PARKING CLERK
7 Morgan Avenue, Newbury, MA 01951
Email: parkingclerk@newburypolice.com
Phone: 978.462.4440 X260

Parking Violation Appeal Request Form

In accordance with Mass General Laws, all parking violations must be paid or appealed within 21 days of issuance. Any appeals received after 21 days from date of issue are considered late and will not be granted. Please select only one box below. Lack of selection will default to an Appeal Written Request.

Appeal Written Request ☐

Appeal Hearing Request ☐

VIOLATION INFORMATION (Please submit a copy of the original Parking Violation; DO NOT SEND ORIGINAL)

Ticket # _____ Date _____ Time _____

Location of Violation _____ Violation #(s) _____

VEHICLE INFORMATION

Plate (Registration) # _____ State of Registration: _____

Vehicle Make _____ Vehicle Model _____

Registered Owner(s) Name _____

Registered Owner Address _____

Registered Owner City _____ State _____ Postal Code _____

Telephone: _____ Email Address: _____

REASON FOR APPEAL (State clearly and concisely why you believe that you should not be held responsible for paying the parking violation(s) in dispute. Include any maps, drawings or photographs to support your appeal)

Signature

Date

Please send by US mail or email to the above address. The Town will respond within thirty (30) business days after receipt of your appeal and a decision will be sent to the physical address provided/on file. You will not be charged any late fees during the appeal process. If your appeal is approved, no payment will be required. If your appeal is denied, payment will be required by the due date set forth in the denial letter or late fees and a notification to the Registry of Motor Vehicles (RMV) will apply. Whether heard in person or in writing, only one (1) appeal will be granted per violation number.

FOR OFFICE USE ONLY	DATE RECEIVED
Granted <input type="checkbox"/>	Authorized by _____
Denied <input type="checkbox"/>	Date _____