



Town of Newbury
Office of the PARKING CLERK
 12 Kent Way, Suite 200
 Byfield, MA 01922
 Email: parkingclerk@newburypolice.com

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 (You must submit a copy of the original Parking Violation; Do Not Send the 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 forwarded to the email or address provided. 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 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