



## Burning Online Permit Application Directions

1. Go to either the Newbury Fire Department website and select Resources from the main menu <https://newburyfire.org/resources> or go to the Town of Newbury website and under Departments select the Fire Department <https://www.townofnewbury.org/fire-department>
2. Please read all of the Rules & Regulations for open burning and electronically agree
3. Read through these Directions and/or select Open Burning Permit Application; you will be redirected to City Hall Systems or you may go directly to this link [City Hall System](#). On the left sidebar under Select Bill Type, choose Fire Department -> Buy Burn Permit.
4. Fill out all information requested on the Burn Permit Application as it pertains to the person/address requesting the permit. Pay for the Burn Permit by entering a credit card, debit card or e-check information; just follow the prompts.
6. Once your fee has been processed, you will be able to activate your permit on a daily basis (January 15<sup>th</sup> -May 1<sup>st</sup>) for the year of which the Burn Permit is active. You may do this by visiting [City Hall Systems](#). When you visit City Hall Systems, the activation page will indicate whether burning is allowed on that particular day or not.
7. If you were unable to submit your Burn Permit or need assistance with processing, please call City Hall Systems at 508-381-5454 Monday through Friday from 8:30 am to 5 pm.
8. If you are unable to submit a request to activate online, please contact the Fire Department directly.