

**This application must be filled out and reviewed before a permit will be issued by this department.**

### **APPLICATION FOR PERMIT GUIDELINES**

This application must be filed with the Office of the Police Chief at least 30 days prior to the event or the event will not be approved. **No Exceptions.** Annual events must re-apply each year. A valid phone contact is required.

Some events may require the hiring of detail officers ( e.g. Street closings, Parades etc.) The payment is the responsibility of the event coordinator. To arrange a detail contact Officer Wayne Taylor at (978-794-5900 x608.

Approval of applications will be based on public safety needs.

The Police Department must approve all routes for parades and road races. Approval of a specific route from a previous year does not guarantee approval for following years.

Parades – Police Department must be provided with a list of participants and vehicles in the parade.

Any event requiring the use of public property or parks must request permission through the Recreation Department contact, Nelson Perez at (978) 620-3250 thirty (30) days prior to the event.

Sound Broadcast events- Even though a permit is approved, the city noise ordinance must not be violated. This permit will automatically be rescinded if violations occur.

Permit must be on site on the day(s) of the event.

Any questions contact The Chief's Office between the hours of 8:30A.M.- 4:30 P.M. at (978) 794-5900 ext. 640.