



TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS

*Medway Town Hall
155 Village Street
Medway, MA 02053
Phone (508) 533-3206*

BOARD OF HEALTH

Tobacco Product Sales Permit Application

Date: _____

Type of Application: ☐ New ☐ Renewal

Establishment Information:

Establishment Name: _____

Address: _____ Medway, Massachusetts 02053

Mailing Address (if different): _____

Phone Number: _____ Email: _____

Applicant Information:

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Owner Information:

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Check the type of business:

☐ Association ☐ Corporation ☐ Individual ☐ Partnership ☐ Other specify _____

*** If corporation, association, or partnership, attach a list of names, addresses, titles, and numbers of the officers.

Statement: Pursuant to M.G.L. Ch. 62C, Sec. 49A, I _____, certify under the penalties of perjury that I, to my best knowledge and belief, have filed all State Tax returns and paid all State Taxes required under law. I hereby attest to the accuracy of the information provided in the application and affirm to comply with the Regulation of the Medway Board of Health Restricting the Sale of Tobacco Products and all applicable federal and state laws. I declare that I have read the Regulation of the Medway Board of Health Restricting the Sale of Tobacco Products and understand that I am responsible for instructing any and all employees who will be responsible for tobacco product sales regarding federal, state and local laws about the sale of tobacco and this regulation.

Name (Please Print)

Signature

The Regulation of the Medway Board of Health Restricting the Sale of Tobacco Products can be found using the following website: <https://www.townofmedway.org/board-health/pages/tobacco-smoking-related> or a copy can be requested from the Medway Board of Health office.

Submit the following:

- Completed Tobacco Product Sales Permit Application. Incomplete applications and missing documents may delay the review and permitting process.
- \$300 Permit Fee- Make check payable to "Town of Medway"
- Workman's Compensation Affidavit (*we have attached for you*)
- Certificate of Liability
- Proof of current Tobacco Retailer Licenses issued by the Massachusetts Department of Revenue
- Certificates from a training course approved by the Medway Board of Health



The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street
Boston, MA 02111
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: _____

Address: _____

City/State/Zip: _____ Phone: _____

Are you an employer? Check the appropriate box:		Business Type (required):	
1.	I am an employer with ____ employees (full and/or part time.)*	5	Retail
2	I am a sole proprietor or partnership and have no employees working for me in any capacity.	6	Restaurant/Bar/Eating Establishment
3	We are a corporation and its officers have exercised their right of exemption per c.152, §1(4), and we have no employees (no workers 'comp. insurance required.):**	7	Office and/or Sales (incl. real estate, auto, etc.
4	We are a non-profit organization, staffed by volunteers, with no employees (no workers' comp. insurance required.):**	8	Non-Profit
		9	Entertainment
		10	Manufacturing
		11	Healthcare
		12	Other: _____

*Any applicant that checks box # 1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box # 1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-Ins. Lic. #: _____ Expiration Date: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date.)

Failure to secure coverage as required under Section 25A of MGL c.152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine up to \$250.00 a day against the violator. Be advised that the copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: _____ Date: _____

Phone #: _____

Official Use Only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License #: _____

Issuing Authority (circle one):

Board of Health
Licensing Board

Building Department
Selectmen's Office

City/Town Clerk
Other: _____

Contact Person: _____ Phone #: _____

Information and Instructions

Massachusetts General Law's chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, an *employee* is defined as "every person in the service of another under any contract of hire, express or implied, oral or written."

An *employer* is defined as "an individual, partnership, association, corporation, or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association, or other legal entity, employing employees. However, the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction, or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 142, §25C(6) also states that "every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required." Additionally, MGL chapter 152, §25C(7) states "Neither the Commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply your insurance company's name, address, and phone number along with a certificate of insurance. Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does not have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage. Also be sure to sign and date the affidavit. The affidavit should be returned to the city or town that the application for the permit or license is being requested, not the Department of Industrial Accidents. Should you have any questions regarding the law or if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigations has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number./ In addition, the applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary.) A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. When a home owner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves, etc...) said person is NOT required to complete this affidavit.

The Office of Investigations would like to thank you in advance for your cooperation and should you have any questions, please do not hesitate to give us a call.

The Department's address, telephone and fax number:

The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street
Boston, MA 02111
Tel # 601.727.4900 ext. 406 or 1.877.MASSAFE
Fax # 617.727.7749
www.mass.gov/dia