Beach Permits

ONLINE ORDERING GUIDE
WESTPORT, MASSACHUSETTS

Westport offers several beach options for Residents and Non-Resident Property Owners.

- Parking permits are required at all beach locations which can be obtained through The Beach Committee using our online system. Permits are not available to non-residents who do not own property in town.

- Please see https://www.westport-ma.com/town-clerk/pages/town-beaches for rules and regulations.

- Horseneck Beach and Gooseberry Neck are State Beaches. For more information regarding Massachusetts Parks and Facilities, please see: https://www.mass.gov/locations/horseneck-beach-state-reservation

  The Westport Free Library may have a Horseneck Reserve Beach Pass available for check out as well.

Knubble Beach on Beach Ave off Acoaxet Road

How to Purchase Beach Passes Online

We will be using City Hall Systems for all purchasing. You are also able to use this system to pay town tax bills in the same cart. Please log into the website and follow the prompts.

Log in here: https://epay.cityhallsystems.com/

Step One: Gather Your Documents
Different Documents are required depending on what type of resident or property owner you are.

Resident Property Owners	Year-round Renter	Non-Resident Property Owners	Trust Properties
- Driver's license for each member of your household that will be connected to a pass. (Remember the number of passes approved is linked to the number of drivers in your household) - Registration for each vehicle requested. Multiple registrations may be in one individuals name if they are shared vehicles with qualified drivers (See note below for leased and company owned vehicles). - All members of the household requesting a permit must be up-to-date on the town census including teen drivers.	- Driver's license for each member of your household that will be connected to a pass. (Remember the number of passes approved is linked to the number of drivers in your household) - Registration for each vehicle requested. Multiple registrations may be in one individuals name if they are shared vehicles with qualified drivers (See note below for leased and company owned vehicles). - All members of the household requesting a permit must be up-to-date on the town census including teen drivers. - A current annual lease. Month to month leases and expired leases will not be accepted so please contact your landlord for an up-to-date lease.	- Limited to 2 Passes - Current tax bill with your names. You MUST be listed on the tax bill to receive a pass. - Driver's license for each property owner that will be connected to a pass. (See examples on page) - Registration for each vehicle requested. Both registrations may be in one individuals name if they are shared vehicles with qualified drivers (See note below for leased and company owned vehicles).	- Properties owned by a Trust are limited to a maximum of two (2) beach passes for nonresident property owners or four (4) beach passes (based on # of eligible licensed drivers) for a full-time Westport resident living in their Trust property. - A copy of the Trust document listing the name(s) of current Trustees/Beneficiaries. In order to receive a pass, the registration and license names MUST be on the documentation (spouses and children not listed are unable to obtain passes). - Driver's license for each property owner that will be connected to a pass. - Registration for each vehicle requested. Both registrations may be in one individuals name if they are shared vehicles with qualified drivers (See note below for leased and company owned vehicles).

Leased and Company Vehicles
- Leased vehicles: copy of lease agreement (just the page showing Lessee & VIN#) <u>must be included with the registration as one document</u>.
- Company Vehicles: Letter signed by authorized company representative on company letterhead allowing personal use by the resident or property tax payer only <u>must be included with the registration as one document</u>.

Step Two: Scan/Upload Required Documents to Computer

- You will need access to your required documents on your computer.

- Some applicants may find it easier to use their smart phones for the application. If so, photos can be taken and used during step three instead of uploading onto a computer. **Photos** will only be accepted if they are clear and all relevant information is visible.

- Please contact our office if you need further assistance after reading through the steps.

If you do not have a computer scanner, please see the following resources:

Scanning using Google Drive on your phone:
https://support.google.com/drive/answer/3145835?hl=en&co=GENIE.Platform%3DAndroid

Scanning using iPhone Notes:
https://support.apple.com/en-us/HT210336

Take a Picture!
You can also just take a picture and email it to yourself. Once you open it the picture should be in your download folder.

NEED HELP?
The library and The Council on Aging are able to assist you with the application and document uploads if you do not have access to a computer or smartphone

Step Three: Go To The Beach Permit Website

https://epay.cityhallsystems.com/

If you are a current user of City Hall Systems, log into your account. If you are not a current user, please create an account for ease of use in the future.

- Select Municipality: Choose "Westport" from the drop down menu.

- Select "Beach Pass" under Select Bill Type.

- Read the important information on the page.

- Answer the residency question. Note, although you can attempt to purchase a pass, you will not qualify for a pass if you are not a resident, non-resident property owner, or trustee.

- Use the pull down menu to submit your address.

- Complete the Contact Information Section for one member of the household.

- Upload Housing Documentation if required in step one.

- Choose the quantity and types of pass you are requesting.

- Enter the License Plate for each car and complete the required uploads.

- Add order to cart.

- Review your order and proceed to checkout. You are also able to add other payments to the cart such a town tax payments and pay them all at the same time.

- Follow the prompts for bill payment.

Resident Examples

Examples of document uploads and common scenarios for Residents

Household with Multiple Drivers and Vehicles

(Including Teen Drivers)

John and Jane Doe have 4 cars and 2 teenage drivers (Jack and Jill). They would like 4 passes. All drivers must be on the census. They should upload John's License for one vehicle, Jane's License for the second vehicle, Jack's for the third vehicle, and Jill's for the fourth vehicle. The registrations can both be in any of their names and do not need to match the license uploaded.

Household with Seniors and Standard Pass Holders

John Doe is 65 or over. Jane Doe is under 65. They want two passes. Although John qualifies for a Senior Pass, Jane must still purchase a Standard Pass even if both registrations are in John's name. They should upload John's License for the Senior Pass and Jane's License for the Standard Pass. The registrations can both be in either of their names and does not need to match the license uploaded.

Single Individual Household with Two Cars

John Doe lives alone but has 2 vehicles. He will qualify for two passes and must upload his registrations, which must be in his name, and his license will need to be separately uploaded for each vehicle.

More Vehicles than Drivers in a Household

John and Jane Doe have 3 vehicles but they are the only two drivers living in the house. They only qualify for two of their vehicles so they will need to choose which vehicles they want to use for the beach and upload a registration for each. They should upload John's License for one vehicle and Jane's License for the other vehicle. The registrations can both be in either of their names and does not need to match the license uploaded.

Non-Resident Property Owners and Trustees Examples

Examples of document uploads and common scenarios for Non-Resident Property Owners and Trustees

Property Owners on a tax bill

John and Jane Doe are both on the tax bill. They qualify for two of their vehicles so, if they have multiple vehicles, they will need to choose which ones they want to use for the beach and upload a registration for each. They should upload John's License for one vehicle and Jane's License for the other vehicle. The registrations can both be in either of their names and does not need to match the license uploaded.

Property Owners: Who isn't on the tax bill?

John Doe is on the only person on the tax bill. Although John is married to Jane and has a teen daughter, they do not qualify for a beach pass so they will only receive one pass. Also, the registration MUST be in John's name.

Non-Resident Trust Property

John, Jane, Jack, and Jill Doe are siblings. As Non-Residents, The property only qualifies for two vehicles even if they have several members of their family. They must choose who will receive a pass and the vehicle registrations must match the names listed on the Trust Documentation. They should upload a different beneficiary/trustee license for each vehicle and trust documentation.

Resident Trust Property

John is a full time resident of Westport. He lives in a Trust Property and has 3 children. His children are beneficiaries of the trust. The Resident Trust Property is limited to 4 passes so John and his children can each have a pass. They should upload a different beneficiary/trustee driver's license for each vehicle and trust documentation that includes their names.

Contact Information

If you have questions about the beach pass process, *please contact the Town Clerk's office at 508-636-1000*

If you have a beach related complaint or questions related to why there is a specific regulation,
please contact the beach committee at WBC@westport-ma.gov

Be sure to read the beach rules and regulations before contacting the Beach Committee. The regulations can be found at: https://www.westport-ma.com/town-clerk/pages/town-beaches

Thank you and have a beautiful beachy 2024!