



## Golf Cart Registration Packet

As of January 1<sup>st</sup>, 2026

Thoroughly reading the attached information packet will provide the owner with the background needed to both understand and complete the golf cart registration process. Included in this packet is a checklist to assist in the registration of your golf cart along with all needed forms. Also enclosed is a copy of the ordinance that provides for the proper operation of golf carts within Town. Registration will allow operation of the cart only on approved streets and roadways within the Town as stated in the ordinance.

**Please remember to fill out the Waiver and Attestation Form for your golf cart, which can be found further down on this form page.**

**To pay the registration fee, visit [ClaytonPolice.org/CartFee](http://ClaytonPolice.org/CartFee). Obtain a copy of your receipt; this is very important for this form! The registration fee is \$300 and covers three years.**

**Once the form is completed in its entirety and payment is received, Clayton PD will reach out to you with a permit. For questions, call the station at (919) 553-4611 during business hours.**

**Please submit the completed form to [CPDpermits@townofclaytonnc.org](mailto:CPDpermits@townofclaytonnc.org).**

**NOTE:** Low Speed Vehicles as defined by and registered with the North Carolina Department of Motor Vehicles are NOT subject to this process. These vehicles are allowed to operate on the streets and roadways pursuant to North Carolina General Statute 20-121.1

Checklist:

- ✓ Review and complete forms below.
- ✓ Pay registration fee online at this address: [ClaytonPolice.org/CartFee](http://ClaytonPolice.org/CartFee) and obtain a copy of your receipt.
- ✓ Assemble a packet that contains proof of ownership, liability insurance, and a completed waiver/attestation. This packet must be in the golf cart at all times while in operation on public roads.

\* Owner's Full Name: \_\_\_\_\_

\* Owner's Driver's License Number: \_\_\_\_\_

\* State: \_\_\_\_\_

\* Owner's Physical Address: \_\_\_\_\_

\* Owner's Mailing Address: \_\_\_\_\_

- \* Telephone Number: \_\_\_\_\_
- \* Email Address: \_\_\_\_\_
- \* Make of Golf Cart: \_\_\_\_\_
- \* Year Made \_\_\_\_\_
- \* Color of Golf Cart: \_\_\_\_\_
- \* Serial Number/VIN of Golf Cart: \_\_\_\_\_
- \* Receipt Number: \_\_\_\_\_

Pay registration fee online and obtain copy of receipt. You MUST pay before submitting this application to the Clayton Police Department.

Permit Number (existing number if renewing, otherwise this will be issued by an official after completion): \_\_\_\_\_

#### **Insurance Certification**

*Under penalties of perjury, I declare this vehicle is insured with the company named below and I will maintain liability insurance throughout the registration period.*

- \* Name of Insurance Company: \_\_\_\_\_
- \* Insurance Policy Number: \_\_\_\_\_

*Attach Proof of Insurance for Golf Cart*

#### **Golf Cart Liability Waiver**

I acknowledge that I have read, understand, and agree to abide by the Clayton Code of Ordinances Chapter 76 as it pertains to Golf Cart registration and operation in the Town of Clayton. I agree that I will obey all the rules and regulations set forth by the Town of Clayton concerning the operation of a golf cart within town limits. Furthermore, I have paid the registration fee for the cart and agree to additional assessments as may be required in support of this ordinance.

I acknowledge that I will assume all liability and am fully responsible for the operation of the golf cart on the streets and roads in the Town of Clayton. I also acknowledge that the Town of Clayton, in providing this privilege, is in no way endorsing the operation of this cart on the streets and roads and does not and will not assume any liability associated with the operation of the cart. I agree to indemnify and hold harmless the Town of Clayton for any and all liability arising from the use of this golf car/cart.

I also understand that the Town of Clayton's interpretation of all the rules and regulations associated with the use of Golf Carts on its streets and roadways are final.

I agree to ensure that any license plate or decals issued by the Town of Clayton will remain visible on the golf cart at all times, allowing it to be easily seen by law enforcement officers. I acknowledge and accept that the registration of the golf cart is non-transferable between owners. If an individual owning a golf cart currently registered by the Town of Clayton sells or otherwise disposes of that cart and purchases a new one during the registration period, the new golf cart registration will be subject to all requirements of the ordinance. This includes the completion of all necessary forms and payment of a **\$20.00 transfer fee**. A new registration plate or decal will be issued in these circumstances.

**Attestation of Facts**

***I attest that my golf cart meets the requirements set out in Chapter 76 of the Town of Clayton's Ordinance "Golf Cart Ordinance." I also declare that I have read and agree to the Liability Waiver outlined in this document.***

**Signing below is acknowledgment and affirmation of the Attestation of Facts.**

By signing this application below, the applicant acknowledges that he/she has read and understands the provisions of the Town of Clayton Code of Ordinances as it pertains to operation of golf carts and agrees to abide by all rules and regulations governing the operation of his/her golf cart. The applicant furthermore acknowledges and accepts that registration of the golf cart is non-transferable between owners. If an individual owning a golf cart currently registered by the Town of Clayton disposes of that cart and purchases a new one during the registration period, the new golf cart registration shall be subject to all requirements of the ordinance, completion of all forms contained in the packet, and payment of a transfer fee of \$20.00. New registration stickers shall be issued in these circumstances.

\* Owner's Signature \_\_\_\_\_

\* Date: \_\_\_\_\_

***The next four fields are to be completed by Town of Clayton staff ONLY.***

Approved By Town of Clayton Police Officer (Print Name): \_\_\_\_\_

Permit Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Issuing Signature: \_\_\_\_\_