



INSTRUCTIONS FOR FILING A RENEWAL APPLICATION FOR A LIVERY BASE STATION

General Instructions

To submit a Renewal Application:

Please email at: Businessunit@tlc.nyc.gov to schedule an appointment to submit your application and supporting documents. Completed application, required documentation and fees can be submitted in person at: 31-00 47th Avenue, 3rd Floor, Long Island City, NY 11101, between the hours of 8:00 am to 3:30 pm, Monday-Friday. Please visit our website for more information at: www.nyc.gov/tlc.

New Applications are valid for ninety (90) days. If you do not complete all requirements from the date you submit your application to the TLC, your application will be denied.

To submit your Renewal Application, you can choose one of the two ways to make your payment:

1. **Payment BY MAIL:** You MUST Mail your Renewal Form with all requirements to:

New York City Taxi & Limousine Commission
Attn: Owners Licensing Unit
31-00 47th Avenue, 3rd Floor
Long Island City, NY 11101

- You **MUST** include a Money Order, Company Check or Certified Check in the amount indicated on the Renewal Form made payable to: **NYC Taxi & Limousine Commission**.
- Please print the base license number on the front of the Money Order, Company Check or Certified Check.
- You **MUST** mail all items in the enclosed envelope as soon as you have completed all of the requirements for licensure. A delay in mailing any requirements will cause a delay in the renewal process.

2. **ON-LINE Payment:** You can make your renewal payment online on our website.

- Upon payment, a representative from the Owners Licensing Unit will contact you to make an appointment to submit all additional required documents necessary for the base renewal.
- You must meet all license renewal requirements by the expiration date of your license for your license to be renewed. If you do not meet all license requirements by the expiration date of your license your application will be denied.

For more information on how to make renewal payment On-line, please visit our website at: <https://www1.nyc.gov/lars/>.

Note 1: Renewal Applications must be submitted sixty (60) days before expiration date. To get your renewal license on time you need to complete all license requirements at least sixty (60) days your license expires. Renewals may also be submitted by mail, but please be advised that if the application is found incomplete it will be returned and your payment will not be processed. You must complete the application in its entirety and submit all necessary requirements as noted on the appropriate checklist. Insufficient information, or an inability to demonstrate need for Livery Base Station as described, may be grounds for **denial** of your application to renew your base station license. You may continue to operate your base station until a determination is made on your renewal application.

Note 2: If your base license is suspended, you cannot dispatch vehicles. If you dispatch vehicles while your Base license is suspended you can be issued a summons which could result in the imposition of fines or other penalties, including revocation of your Base license. If a vehicle is dispatched from your base while the base license is suspended, the vehicle may be subject to seizure for unlicensed operation and may be subject to fines and penalties.

Purpose of this Application

- **Renewal License** - Applying for a three (3) year renewal of license that was previously issued for operation of a Livery Base Station. To get your renewal license on time you need to complete all license requirements at least sixty (60) days your license expires.

Section I. Background Information on Base Station

This basic background information is necessary to process your base station application. Please be sure to provide all the information and make sure the information you provide is accurate. Inaccurate information may result in a delay in processing your application.

- **Business Name:** Refers to the name of the business entity associated with the base station application.
- **D/B/A: Doing Business As:** A D/B/A name is a company name, also commonly called "trade name" or "assumed name". A D/B/A is a secondary name for your business, an officially sanctioned "alias". Leave the D/B/A section blank if you plan to conduct business under one name if that name is the same as the company name.
- **Address:** The location for the Livery Base Station.
- **E-Mail:** Each FHV base station is **required** to maintain a working E-mail address on file at the TLC to receive TLC updates and other important information.
- **Website Address:** It is **required** to provide your business website address.
- **Telephone #:** Contact numbers for ALL individuals, officers, partners, principals or stockholders responsible for all inquiries related to this application.
- **24 Hour Phone #:** You are **required** to maintain a working 24-hour contact number for the purposes of 24/7/365 contact with the New York City Taxi and Limousine Commission.
- **EIN/SS#:** Please provide either a Social Security number or "EIN", Employer Identification Number, which is defined as a nine digit number that the Internal Revenue Service (IRS) assigns to organizations (you must submit an IRS issued CP-575 Notice or a 145-C letter). EIN's are used by employers, sole proprietors, corporations, and partnerships.
- **Base License Number:** This is your Livery Base Station number issued by TLC.
- **FCC License #:** Federal Communications Commission (FCC) license number, which permits the applicant to operate a radio communication system for the purpose of communication between base stations and their licensed vehicles. For more information on FCC business radio licensing, please go to: <http://wireless.fcc.gov/services/ind&bus/index.html>

***If you are not using a radio system with a FCC regulated frequency, please provide the type of communication system you will be using at your base station.*

Type of Business: There are three (3) basic types of business.

1. **Sole Proprietorship:** is owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it. They also assume complete responsibility for any of its liabilities or debts.
2. **Partnership:** is where two or more people share ownership of a single business. The Partners should have a legal agreement that sets forth how decisions will be made, profits will be shared, disputes will be resolved, how future partners will be admitted to the partnership, how partners can be bought out, or what steps will be taken to dissolve the partnership when needed.
3. **Corporation:** is chartered by the state in which it is headquartered, and is considered by law to be a unique entity, separate and apart from those who own it. A corporation can be taxed. It can be sued. It can enter into contractual agreements. The owners of a corporation are its shareholders. The shareholders elect a board of directors to oversee the major policies and decisions. The corporation has a life of its own and does not dissolve when ownership changes.

4. **LLC** - is a company where the owners are called members not partners or shareholders. Number of members are unlimited and may be individuals, corporations, or other LLC's.

***Please **check** the business type applicable to your Livery Base Station application.

Please Note - If you are a Corporation you must disclose the number of shares authorized and the number of shares outstanding/issued: Please provide **raw numbers** rather than percentages. Percentages **will not** be accepted and your application will be deemed incomplete. The difference between authorized and issued shares is as follows: At the time of incorporation, the incorporation documents specify the total number of shares that the corporation can issue. These are called the “**Authorized**” shares. The Board of Directors is responsible for deciding if and when to issue the authorized shares. When shares are actually given to the shareholders, they become “**Issued/ Outstanding**” shares.

Section II. Off-Street Parking Information (OSP)

Please provide the address for your base station's off-street parking facility. Also, include the number of spaces and the distance in miles between the base station and the off-street parking facility. Misrepresentations of any kind will be grounds for denial of your base license application. All New, Renewing and Relocating Livery Base Station must provide evidence of sufficient Off-Street Parking (OSP). OSP must be provided for half of the vehicles affiliated with the base. The OSP must be in a location zoned for the operation of a parking facility and within 1.5 miles from the Base station location.

A formal lease agreement or contract for the OSP must be presented with the application; an affirmation done will not be accepted. The lease or contract must include all of the following items:

- Date the contract was initiated.
- Address and contact information for the facility.
- Total # of spaces being leased.
- Start and expiration date of the contract.
- Number of miles between the base station and the OSP.
- Name (type written), title, signature and contact information of all parties involved.

Section III. Updated Listing of All Owners, Officers, Partners, Managers and Stockholders

Please provide a complete list of all Owners, Officers, Partners, Managers and Stockholders associated with the business entity applying for a Livery base station license. The following information is required for all individuals:

- Name •home address •amount of time living at this address •date of birth
- Social Security number •DMV license # •DMV license State •Telephone number for individual
- title (which is the position held in the corporation i.e. president, secretary, etc.) and
- number of shares owned by the individual.

Section IV. Background Questionnaire

For the questions listed in this section please check the box that correctly answers the questions for the individual(s) or firm whose name appears on the application. All officers, shareholders, partners & individual owners who have 10% of the corporate share (or more) OR a title as President, Vice President, Secretary, Treasurer, or Member must fill out the background questionnaire on page 3 of the application. If you answered “YES” to any of the questions you must provide a signed statement and pertinent documentation giving all relevant details as an addendum to this application. The statement must include all names, dates, license numbers, certificate of disposition and any other relevant information to the incident being described. **False answers to any of the questions will be grounds for denial of your base license application.**

Section V. Worker's Compensation

Each base is required to maintain Workers' Compensation for all affiliated drivers/vehicles. The Certificate MUST indicate the Taxi and Limousine Commission as the Certificate Holder - In order to obtain or renew a license, a livery base must provide proof of membership in the ILDBF or a full workers' compensation policy that includes coverage for drivers. If proof of membership in ILDBF is produced, the base will also need to produce workers compensation coverage for non-driver workers, or obtain an exemption form which is available at the Workers Compensation Board at 1-866-298-7830.

Section VI. Dispatch App information

Each base is required to disclose the use of mobile or internet-based electronic dispatch software and its origin. Answer the questions in this section if the App is base owned or fill out the Dispatch App Disclosure if the App is contracted by a Third party vendor.

Section VII. Affirmation

The affirmation is required to be filled out and signed by one officer representing the owner(s).

Section VIII. Affirmation of Statements of Approval

Original letters of no objection from City Council Member (CM), Community Board (CB) and Local Police Precinct (PD) OR copies of the letters requesting the "Letter of No Objection" along with the original signed certified mail receipts for the three (3) entities: Please make sure you are reaching out to the correct entities. Please note – the letter sent to the City Council Member (CM), Community Board (CB) and Local Police Precinct (PD) must include copies of page 1 & 2 of the application form, affirmation page and a copy of formal lease agreement or contract for the Off-Street Parking (OSP). In addition, the letter must inform the CM, CB or PD that if they want additional documents that they should request them when needed. If additional documents are requested, please provide them in a timely manner so that you may receive their response to submit with your renewal packet.

Attachments

- A. **Name Inquiry / Name Reservation Request:** Copy of approved Name Inquiry Form.
- B. **Dispatch App Disclosure:** Under Chapter 77 of the TLC rules, an app that contracts with licensed bases can only dispatch vehicles affiliated with those bases and must obey all TLC rules governing them, including but not limited to dispatching only to licensed drivers and vehicles, charging rates in compliance with the rates that each base it is dispatching through has on file with the TLC, and disclosing all pertinent base, vehicle, and driver license numbers to passengers in a conspicuous manner. Apps that do not have their own base license, but have contracts with licensed bases, in effect dispatch or refer jobs on behalf of those bases. Use of these apps must not result in violation of TLC rules by bases, vehicles, or drivers.

Additional Requirements

Renewal Payment form - Filled out and signed by one officer representing the owner(s). *This was included in the application and renewal packet mailed to you.*

Renewal: To get your renewal license on time you need to complete all license requirements at least sixty (60) days your license expires.

Statements and business records to disclose all individuals, partners, managers, officers, principals, and Stockholders:

Examples: Secretary's Certificate identifying partners, managers, officers, principals and stockholders. Any of the above referenced entities are required to disclose their identity through statements and business records.

Lease or statement by a landlord to lease office space, and Certificate of Occupancy, or Letter of No Objection from the Department of Buildings stamped and dated no more than two (2) years before the date of this application: The lease or statement by a landlord to lease office space and Certificate of Occupancy must be commercially zoned with the appropriate use-group. If submitting a Letter of No Objection the letter must state that the Department of Buildings does not object to the operation of a For-Hire Vehicle Base Station from the proposed location. This requirement is for bases located in New York City.

Zone Rate Schedule Map or Rate of Fare book, whichever is appropriate: Each base station is required to maintain, on file with the TLC, a listing of current rates of fare. The fare can be structured through zones via maps or can simply be in the form of a rate of fare book with a listing of possible destinations and corresponding fares. Rate of fare books should also include a calculation for determining rates of fare which are not listed in the fare book. If at any time during operation rates of fare are modified, the base station is responsible for immediately notifying TLC by submitted a revised rate of fare book or zone map.

Proof of available sufficient off-street parking for one-half of the total number of vehicles affiliated with the base station: Off-street parking must be within one and one-half miles from the proposed base station location. Proof may be in the form of a lease which includes parking facilities and the number of spaces leased at that facility by the applicant.

Proposed plan to fully utilize off-street parking: This plan should explain how the base intends to avoid congestion in the area of the proposed base station, by successfully utilizing the off-street parking facility when cars are not operating for-hire. Bases must have a plan in place to dispatch vehicles from the off-street parking facility, rather than from an on-street location. Since the facility may not contain sufficient parking for all of the base's vehicles, applicants should address how they will handle situations in which the facility can not handle all of the vehicles waiting on calls. If the base station is located on a major thoroughfare extra attention should be given to the base's plan for avoiding use of the base station location as a holding area for vehicles waiting on calls.

Comprehensive Operating Plan: The Comprehensive Operating Plan must include an analysis of available mass-transportation options including street maps and mass transit schedules. All mass transit options including bus and subway maps/routes must be included. You also must submit the number of vehicles affiliated, number of vehicles dispatched per day, and if available, the number of calls received per day at the base station. This should be provided in spreadsheet or chart format with estimated averages per day for all of the above-mentioned items. Finally, attached to your application is a copy of your base violation history.

For each rule violation that is cited more than one time, state how the base intends to avoid the recurrence of such violation(s). Your plan must address the following items:

- Analysis of current mass-transportation options in the area where you plan to conduct business
- The impact your base station will have on these mass-transit options.
- Any anticipated supplementation to mass-transit service that you intend to offer through your base station.
- A basic plan for operating the base station taking into account levels of business
- Explanation of resources to handle levels of business needed by the community your base station intends to service.
- Specifications for holding the base, drivers, and employees accountable for compliance with appropriate TLC rules and regulations based on the base's violation history.

Proof of compliance with Rule §59B-17(c) (ability to provide wheelchair-accessible service on demand): As per rule §59B-17(c), every Livery Base Station is required to provide wheelchair-accessible service to persons With disabilities upon request, at an equivalent price and service level as non-wheelchair-accessible transportation.

****Methods of Compliance:**

- Your base may, solely or in conjunction with other Livery Base Station owners, purchase an accessible vehicle (Vehicle must be checked and approved by TLC).
- Your base may contract with another TLC-licensed for-hire vehicle base station that provides wheelchair-accessible service upon request. A copy of the current contract must be provided (Vehicle must also be checked and approved by TLC).
- Your base may contract with a TLC-licensed paratransit base for provision of wheelchair-accessible service upon request; the paratransit base must dispatch a TLC-licensed, unmarked paratransit or livery vehicle to provide the service. The vehicle may not include signs that read "Ambulette", "Paratransit" or "Invalid Coach." A copy of the current contract must be provided.

For more information and to access a list of accessible vehicle dealers, please go to:

http://nyc.gov/html/tlc/html/industry/wheelchair_access.shtml.

Proof of "Active" Status with the N.Y. Department of State:

All corporations and business entities are required to attach proof of "ACTIVE" status with the Department of State. To inquire about your status, please go to:

http://appext9.dos.state.ny.us/corp_public/corpsearch.entity_search_entry and search for your business. If your current entity status is "ACTIVE," please print out the entity information and attach it to your application.

If your corporation or business is currently "INACTIVE" you must contact the New York State Department of Taxation and Finance, Taxpayer Services, Corporate Dissolution Hotline at (800) 327-9688 to become active.

New York State Criminal History Report: All individuals, partners, officers, principals must attach the results of a New York State Criminal History Search issued by the New York State Unified Court System for review by the TLC. For filing instructions and to download a Criminal History Record Search forms, please go to:

<http://www.nycourts.gov/apps/chrs/>

Original Surety Bond of \$5,000 for the benefit of the City of New York.

List of at least ten affiliated vehicles: All Livery Base Station are required to have at least ten vehicles affiliated with the station at all times. Please list all of the vehicles affiliated with your base.

Working telephone number at the base station location: All Livery Base Station are required to have a working contact number at the base station for purposes of conducting business. Please include a working telephone number at the base station location that will be confirmed by the TLC.

Working 24-hour telephone number: All Livery Base Station owners are required to maintain a working 24-hour contact number for the purposes of 24/7/365 contact with the New York City Taxi and Limousine Commission. Please include a working 24-hour telephone number that will be confirmed by the TLC (this can be the same as the base station number if the number is staffed 24 hours a day).

Zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Department of Finance (DOF) Parking Violations and DOF Red Light Bureau: If any outstanding judgment (i.e., unpaid tickets) are discovered, your application will not be processed.