



# NEW YORK CITY TAXI & LIMOUSINE COMMISSION

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## INDUSTRY INFORMATION | INDUSTRY NOTICES

FOR IMMEDIATE RELEASE  
 Industry Notice #05-18  
 June 17, 2005

### TLC ANNOUNCES ENHANCEMENTS TO FOR-HIRE VEHICLE BASE LICENSING PROCESS

To ensure the best in quality, availability and efficiency of service to the riding public, the New York City Taxi and Limousine Commission (TLC) has made some important changes to its base licensing process. These changes are consistent with TLC rules and regulations.

Effective immediately, the TLC now has four newly designed applications for new bases, renewals, base relocation, and change of ownership status. Each For-Hire Vehicle (FHV) base application is accompanied by a clear and simple instruction package that should be used as a guide for completing your application.

In addition to revising the applications, we have modified the requirements for filing an FHV base license application. Below is a listing of the requirements according to transaction type, with new requirements emboldened:

Worthy of special note amongst the changes listed above are the following items:

1. The TLC will no longer be responsible for obtaining the following documents. They must be obtained by the applicant directly from the appropriate entity:
  - o Clearance from applicant's jurisdictional NYPD precinct, Councilmanic Office, and Community Board
  - o Clearance from the Department of State
  - o Clearance from New York City Criminal Court from all five boroughs. (Contact NYC Criminal Court to obtain current fees.)
2. Completion of a City Environmental Quality Review (CEQR) Analysis is required as a part of your **new** and **base relocation** application.
3. Completion of a Comprehensive Operating Plan is required as part of your **new, renewal and base relocation** application.
4. A plan to fully utilize the off-street parking facility is required for all **new, renewal and base relocation** applications.

Among these changes to the base license process, all completed FHV base applications are now presented for approval before the TLC's Board of Commissioners, which consider renewal based upon compliance with TLC rules and the requirements of licensure. This Commission meeting is not for public comment. Any comments or concerns you wish to submit relevant to your application should be prior to the hearing, directly to the Base Business Unit at Long Island City. A complete list of changes may be found within the application.

All bases up for renewal will receive renewal cards along with revised applications and instruction packages via mail. If you are interested in picking up revised applications and instruction packages, they are available at 32-02 Queens Boulevard, Long Island City, NY 11101 between the hours of 8:30 AM and 4:30 PM. Applications and instructions packages can also be accessed and downloaded on the TLC website at: [http://www.nyc.gov/html/tlc/html/licenses/fhv\\_base\\_owners.shtml](http://www.nyc.gov/html/tlc/html/licenses/fhv_base_owners.shtml)

All FHV base applications are filed by appointment only. For an appointment, please call (718) 391-5613. For more information on these new procedures or any other base licensing inquiries please call the TLC's licensee hotline at (212) 227-6324.