



**Consumer and  
Worker Protection**

### **COVID-19 ALERT**

For health and safety reasons, the Department of Consumer and Worker Protection (DCWP) Licensing Center and NYC Small Business Support Center cannot serve walk-ins, and in-person service is limited and by appointment only.

Given the brief window to apply for the pedicab registration plate lottery, **you must apply by email. Visit [nyc.gov/BusinessToolbox](https://nyc.gov/BusinessToolbox) for details.**

## **ATTENTION: APPLICANTS FOR PEDICAB REGISTRATION PLATE LOTTERY**

The period to apply for the pedicab registration plate lottery begins Monday, November 14, 2022 and ends Tuesday, December 13, 2022. **You must email a completed Pedicab Registration Plate Lottery Application to [pedicabs@dcwp.nyc.gov](mailto:pedicabs@dcwp.nyc.gov) by 11:59 p.m. on December 13, 2022.**

This packet includes the following:

- Notice published in *The City Record* on November 14, 2022
- Pedicab Registration Plate Lottery Application **(due by 11:59 p.m. on December 13, 2022)**
- Frequently Asked Questions: Pedicab Registration Plate Lottery Application

### **Important:**

- If you or your family members already have the legal limit of 30 registered pedicabs, you cannot apply for the pedicab registration plate lottery.
- You do not need a Pedicab Business license to apply for the pedicab registration plate lottery; however, if you receive an offer to apply, you must get a Pedicab Business license and your pedicab must pass inspection within **45 days** of receiving the offer.
- Winners may receive an offer to apply for more than one pedicab registration plate. The exact number of plates DCWP may offer to a pedicab business will be based on the number of applicants and the number of available plates.

## NOTICE

*Notice of Pedicab Registration Plate Lottery,  
published November 14, 2022 in The City Record*

Pursuant to Section 20-251 of the New York City Administrative Code and Section 2-426a of the Rules of the City of New York, the Department of Consumer and Worker Protection (DCWP) has conducted an annual review of pedicab registrations and found that the number of registration plates issued has fallen below 840. As set forth below, DCWP will begin accepting applications for pedicab registration plates to fill any vacancies up to the legal limit of 850.

### **Application Period:**

DCWP will accept applications for pedicab registration plates for 20 business days from the date of publication of this Notice, which is from November 14, 2022 to December 13, 2022.

DCWP will not consider applications submitted after the Application Period.

### **Application Submission Guidelines:**

- DCWP will only accept the DCWP-approved application, which is available online at [nyc.gov/BusinessToolbox](https://nyc.gov/BusinessToolbox).
- Applicants must email a completed application to [pedicabs@dcwp.nyc.gov](mailto:pedicabs@dcwp.nyc.gov) by 11:59 p.m. on the 20th business day following the publication of this Notice, which is December 13, 2022.
  - Note: Applicants do not need to have a Pedicab Business license at the time they submit an application, but ***they must obtain a valid Pedicab Business license before DCWP will issue a registration plate.***
- DCWP will accept only one application from each applicant.
- DCWP will not accept applications from any licensees that have been assigned the legal limit of 30 registration plates already.

### **Selection Process:**

- At the close of the Application Period, DCWP will assign each accepted application a “Priority Number” using a computer-generated random number selection program.
  - If there are more applicants than available registration plates, DCWP will make offers to applicants in order of Priority Number.
  - If there are more available registration plates than applications, DCWP will offer each applicant one plate, with the possibility of applying for more than one plate.
- DCWP will notify all eligible applicants, in writing, of the opportunity to apply for a registration plate. Within 45 days of receiving that notice, an applicant must prove that its pedicab complies with all New York City laws and rules governing pedicab registration, including passing a pedicab inspection.
- If an applicant fails to comply with all of the registration requirements within the allotted time, DCWP’s offer to that applicant will become void, DCWP will remove the applicant from the application pool, and DCWP will offer the opportunity to the applicant with the next Priority Number.

### **Application:**

- Obtain an application at [nyc.gov/BusinessToolbox](https://nyc.gov/BusinessToolbox)
- Submit application to [pedicabs@dcwp.nyc.gov](mailto:pedicabs@dcwp.nyc.gov)



## PEDICAB REGISTRATION PLATE LOTTERY APPLICATION

Important: You cannot apply for the pedicab registration plate lottery if you or your family members already have the legal limit of 30 registered pedicabs.

### Section 1: Business Information

Business Name (The Business Name that you provide must be exactly as filed with the New York State Secretary of State or County Clerk.)			
OR			
Name of Individual			
Last Name	Suffix ( <i>Jr., Sr., Esq.</i> ) ( <i>optional</i> )	First Name	Middle Name ( <i>optional</i> )
Doing-Business-As (DBA)/Trade Name, if applicable (The DBA/Trade Name that you provide must be exactly as filed with the New York State Secretary of State or County Clerk.)			
Business's Legal Structure			
<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Business/General Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company (LLC), Limited Liability Partnership (LLP), or Limited Partnership (LP) <input type="checkbox"/> Other (specify): _____			
Premises Address or Home Address ( <i>Building Number, Street Name, Apartment/Suite/Other</i> )			
City	State	ZIP Code	Borough:
			<input type="checkbox"/> Bronx <input type="checkbox"/> Brooklyn <input type="checkbox"/> Manhattan <input type="checkbox"/> Queens <input type="checkbox"/> Staten Island <input type="checkbox"/> Outside NYC
Country/Region			
Phone 1 (Primary) ( )	Phone 2 (Alternate) ( )	Fax ( )	
Email			
<i>By providing your email address, you consent to receive communications electronically from the Department of Consumer and Worker Protection (DCWP), and you affirm that the email listed is a reliable form of communication for you.</i>			
DCWP License Number (if applicable)		Current Number of Registered Pedicabs	

## Section 2: Business Ownership and Family Disclosure Form

- A) List the name of *all* owners of the business applying for a pedicab registration plate on this application and indicate if each owner has a beneficial interest in any other pedicab business that is licensed by DCWP. Partnerships must list the names of *all* general and limited partners. Corporations must list the names of *all* corporate officers and shareholders. Limited Liability Companies must list the names of *all* members. Attach additional papers as necessary.

Full Name of Pedicab Business Owner	Role in Business Structure (Owner, Shareholder, Officer, etc.)	Does this individual have ownership in a pedicab business other than the business named in Section 1?	If Yes, please provide the name of the pedicab business and its DCWP license number.
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

- B) List the names of the living members of the owner's or owners' immediate family. Attach additional papers as necessary.

Full Name of Pedicab Business Owner's Family Member	Relationship to Pedicab Owner (e.g., spouse, domestic partner, parent, child, sibling, in-law, etc.)	Does the individual have ownership in a pedicab business other than the business named in Section 1?	If Yes, please provide the name of the pedicab business and its DCWP license number.
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Full Name of Pedicab Business Owner's Family Member	Relationship to Pedicab Owner (e.g., spouse, domestic partner, parent, child, sibling, in-law, etc.)	Does the individual have ownership in a pedicab business other than the business named in Section 1?	If Yes, please provide the name of the pedicab business and its DCWP license number.
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Section 3: Affirmation

I hereby affirm that neither I, nor any other corporate officer, partner, or shareholder of the business listed in Section 1 (if applicable), nor any member of my family or the family of any other corporate officer, partner, or shareholder of the business will have a direct or indirect beneficial interest in more than 30 pedicabs if this request is granted. I understand that falsification of any statements made herein is an offense punishable by a fine or imprisonment or both, and will result in the voiding of this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Position/Title (if any)

\_\_\_\_\_  
Date

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## Frequently Asked Questions: *Pedicab Registration Plate Lottery Application*

On Monday, November 14, 2022, the Department of Consumer and Worker Protection (DCWP) published a notice about issuing new pedicab registration plates in *The City Record*.

This sheet includes answers to common questions about the pedicab registration plate lottery.

### **Who can apply for the pedicab registration plate lottery?**

You can apply for the pedicab registration plate lottery even if you do not have a Pedicab Business license currently.

*Exception:* You cannot apply for the pedicab registration plate lottery if you or your family members already have the legal limit of 30 registered pedicabs.

*Important:* **You can apply for the pedicab registration plate lottery on behalf of yourself or your business only. You cannot.**

- Apply if your intention is to transfer a plate to an individual or business that is applying in an effort to improve their chances of getting an offer.
- Ask someone to apply for the intention described above.

### **How many pedicab registration plates will DCWP offer to winners?**

Depending on the number of applications and the number of available plates, applicants may be able to apply for more than one registration plate.

### **What is the application period?**

The period to apply for the pedicab registration plate lottery is November 14, 2022 through December 13, 2022.

### **Where can I get the Pedicab Registration Plate Lottery Application?**

You can get the Pedicab Registration Plate Lottery Application online at [nyc.gov/BusinessToolbox](https://nyc.gov/BusinessToolbox).

### **How can I submit my Pedicab Registration Plate Lottery Application?**

You must email your completed application to [pedicabs@dcwp.nyc.gov](mailto:pedicabs@dcwp.nyc.gov).

**Important:**

- **DCWP must receive your completed application by 11:59 p.m. on December 13, 2022.**
- **Submit one application only.** If you submit multiple applications, DCWP will remove the duplicate lottery application.

**How will DCWP determine winners (applicants who get an offer to be issued a plate)?**

Upon the close of the application period, DCWP will assign each accepted application a priority number based on a computer-generated random number selection program. If the number of accepted applications exceeds the number of available registration plates, DCWP will make offers to issue registration plates to applicants in the order of the priority numbers randomly assigned.

**What happens if there are more available pedicab registration plates than applicants for the lottery?**

In the event that DCWP does not receive applications for the total number of pedicab registration plates available for issue, approved applicants may get the opportunity to apply for more than one plate. The exact number of plates DCWP may offer to a pedicab business will be based on the number of applicants and the number of available plates until all registration plates are issued. *Reminder:*

- Applicants and their family members cannot have more than the legal limit of 30 registered pedicabs.

**What do I need to do if I receive an offer to be issued a pedicab registration plate?**

**For applicants WITH a Pedicab Business license:**

- You must submit the following licensing requirements within 45 days of the date you received DCWP's offer:
  - Roster of Pedicabs
  - Proof of Personal and Property Liability Insurance for Pedicabs
  - \$60 fee for additional registration plate(s)
  - \$10 fee per pedicab timer inspection(s)
  - Granting Authority to Act Affirmation (if applicable)

To learn more about these requirements or to download forms, go to [nyc.gov/BusinessToolbox](https://nyc.gov/BusinessToolbox)

- DCWP will notify you of the inspection date and time for your new pedicab(s). Please keep your appointment.

**For applicants WITHOUT a Pedicab Business license:**

- You must apply for a Pedicab Business license, and your pedicab(s) must pass inspection within 45 days of the date you received DCWP's offer. To ensure that DCWP can inspect your pedicab within this time frame, please submit your Pedicab Business license application within 30 days of the date you received DCWP's offer. Visit [nyc.gov/BusinessToolbox](https://nyc.gov/BusinessToolbox) for the [Pedicab Business](#) license application.
- The chart on the next page shows the License Fee.

<b>Pedicab Business License Fee</b>	
License Term: 1 year	
License Expiration Date: November 1	
<b>If You File Your Application Between These Dates:</b>	<b>Your License Fee is: (includes one registration plate)</b>
From November 2 to May 2	\$110 (for a license expiring November 1 of the following or same year—valid for at most 12 months)
From May 3 to November 1	\$55 (for a license expiring November 1 of the same year—valid for at most 6 months)  OR  \$165 (for a license expiring November 1 of the next year—valid for at most 18 months)
<b>Additional Registration Plates:</b> \$60 each	
<b>Fee per Timer Inspection:</b> \$10 each	

- Once DCWP approves your license application, DCWP will notify you of the inspection date and time for your new pedicab(s). Please keep your appointment.

**DCWP's offer will become void if you do not comply with all licensing and registration requirements within 45 days of the date you received DCWP's offer.**

### **How will DCWP notify applicants about whether or not they can be issued a new pedicab registration plate?**

DCWP will email all applicants a letter stating either:

1. They are receiving an offer to be issued a pedicab registration plate and confirming next steps.
- OR
2. They were not randomly selected to receive an offer to be issued a pedicab registration plate.

### **What do I need to know about the pedicab inspection?**

DCWP will notify you of the date, time, and designated location for inspection of your new pedicab(s). A registration plate will be issued only to a pedicab that is on-site and that passes inspection during the scheduled appointment.

Be sure to review the [Pedicab Inspection Process](#) and [Inspection Checklist: Pedicab Businesses and Drivers](#) prior to your inspection. Files are available online at [nyc.gov/BusinessToolbox](http://nyc.gov/BusinessToolbox).

### **Important:**

- If you do not use a flatbed or other mode of transportation to deliver a pedicab to the inspection site, you must ensure that the individual who drives a pedicab to the inspection site has a Pedicab Driver license.
- If you fail to appear with your pedicab(s) at the scheduled appointment time, you will be charged a \$55 reinspection fee and notified how to make payment. **You must pay the fee before a new inspection will be scheduled. You must also submit a [Pedicab Reinspection Form](#), which is available at [nyc.gov/BusinessToolbox](http://nyc.gov/BusinessToolbox).** Once payment is made, DCWP will contact you to reschedule inspection of your pedicab(s).



- If your pedicab(s) fails inspection, you will be charged a \$55 reinspection fee and notified how to make payment. **You must pay the fee *before* a reinspection will be scheduled. You must also submit a [Pedicab Reinspection Form](#) and a copy of the Certificate of Inspection (received at the inspection site) for the pedicab(s) listed on the Certificate and the inspection fee.** Once payment is made, DCWP will contact you to schedule reinspection of your pedicab(s).

**Can I transfer a pedicab registration plate to someone else after getting an offer from DCWP and completing all of the requirements?**

No.

*Reminder:* You cannot participate in the lottery if you are acting on someone else's behalf in order to increase their chances for an offer and to benefit them with the transfer of a pedicab registration plate.

**If I don't receive an offer to be issued a pedicab registration plate in 2022, will there be other opportunities to apply for one?**

Each year, DCWP will conduct a review to determine how many plates are available to be issued. By law, the City can only issue new pedicab registration plates when the number of registered pedicabs falls below 840. If DCWP's review shows that there are available plates, DCWP will publish a notice in *The City Record* with additional information and instructions. DCWP will post this information on [nyc.gov/dcwp](http://nyc.gov/dcwp), as well.

**What if I have additional questions?**

For additional information, go to [nyc.gov/dcwp](http://nyc.gov/dcwp) or email [pedicabs@dcwp.nyc.gov](mailto:pedicabs@dcwp.nyc.gov).

*Updated 11/02/2022*