

LIVERY BASE STATION NEW APPLICATION AND CHECKLIST

Please visit www.nyc.gov/tlcselfscheduling to schedule an appointment to submit your completed application, required documents, and fees. Please visit our website for more information at: www.nyc.gov/tlc.

The following items are required when submitting an application for a license to operate a **NEW Livery Base Station**:

Name Inquiry / Name Reservation Request - Please email form to name-reservation@tlc.nyc.gov for review of the Business Name prior to scheduling an appointment. Bring approved form, with your application, on the day of your appointment.	<input type="checkbox"/>
Application to Operate a New Livery Base Station – Must be completely filled out and signed.	<input type="checkbox"/>
Application fee of \$1,500.00 – Money Order, Company Check, or Certified Check, made payable to: NYC Taxi & Limousine Commission ; or Credit Card (Master Card, Visa, AMEX, or Discover).	<input type="checkbox"/>
No judgments owed to the TLC – All outstanding judgements (ex. unpaid tickets) must be paid; if not the application will not be processed.	<input type="checkbox"/>
An Environmental Assessment Statement (EAS). An EAS how-to guide is available on TLC's website at: www.nyc.gov/tlc .	<input type="checkbox"/>
Fingerprinting - Any individual that holds company shares, OR a title (ex. President, Vice President, Secretary, Treasurer, or Member) must be fingerprinted.	<input type="checkbox"/>
Photo identification for each person listed on the application - Valid, government issued photo identification is required.	<input type="checkbox"/>
Proof of EIN / Social Security No. – If a corporation or partnership, you must submit an IRS issued CP-575 Notice or a 147-C letter. If a sole proprietor, you must submit a social security number.	<input type="checkbox"/>
Proof of "Active" Status with the N.Y. Department of State. You may verify your status via the NYS Department of State website at: https://www.dos.ny.gov/ . Please bring a screen print-out to the appointment.	<input type="checkbox"/>
Proof of business type. If a <u>corporation</u> , you must produce a Certificate of Incorporation and a filing receipt. If a <u>partnership</u> , you must produce a Partnership Certificate. If a <u>sole proprietor</u> , you must produce a Business Certificate.	<input type="checkbox"/>
Statements and business records disclosing all partners, managers, officers, principals, and stockholders. Please ensure that the # of shares (or percent owned) per person is included. You may bring in current affirmed meeting minutes.	<input type="checkbox"/>
Copy of resumes of all partners, officers, principals, and stockholders, along with a cover letter demonstrating their ability to manage a base station.	<input type="checkbox"/>
Business Lease Affirmation – Must be completely filled out, signed, and notarized. See affirmation page attached to the application forms. Must be accompanied by a Certificate of Occupancy or a Letter of No Objection from NYC Department of Buildings dated no more than two (2) years before the application date.	<input type="checkbox"/>
Certificate of Occupancy or Letter of No Objection from the NYC Department of Buildings for the business location (stamped or dated not more than two (2) years before the date of application). Required for any business within the 5 boroughs of NYC.	<input type="checkbox"/>
Comprehensive Operating Plan (COP). See attached instruction sheet that details what must be provided. Please adhere to the format on the instructions.	<input type="checkbox"/>
Surety Bond of \$5,000 for the benefit of the City of New York: Note – If a new application is considered for approval on or after July 1 st , the bond is still required to reflect coverage for one year. The bond on file must be current and maintained at all times.	<input type="checkbox"/>
Zone Rate schedule map or Rate of Fare book - whichever is appropriate.	<input type="checkbox"/>
Application Affirmation - Filled out and signed by one officer representing the owner(s).	<input type="checkbox"/>

Dispatch App Disclosure - If you use an app (ex. iOS/Android app, web page, or email) to dispatch, you will be required to disclose information on that app. (See / complete disclosure page attached to the application forms.)	<input type="checkbox"/>
Information Security and Use of Personal Information Policy – Complete the attached disclosure.	<input type="checkbox"/>
Copy of the most recent phone bill for your business telephone number. The address on the phone bill must be the same address as your business location. The telephone number must be listed on the phone bill.	<input type="checkbox"/>
Certificate of Workers' Compensation Insurance. Bases are required to provide documentation reflecting Workers' Compensation Insurance coverage.	<input type="checkbox"/>
<p>Letters of no objection from City Council Member (CM) and Community Board (CB), OR copies of your letters requesting the "Letter of No Objection" submitted with the original signed certified mail receipts for each entity.</p> <p>Please make sure you are contacting the correct entities.</p> <p>Note – the letter sent to the City Council Member (CM) and Community Board (CB) 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).</p> <p>In addition, the letter must inform the CM and CB that if they would like additional documents, 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 application.</p> <p style="text-align: center;"> <input type="checkbox"/> CM <input type="checkbox"/> CB </p>	<input type="checkbox"/>

Requirements needed after the Base application has been approved by City Council:

<p>Proof of vehicles affiliated to the Base: minimum 10 vehicles, OR 5 vehicles with 1 WAV (wheelchair accessible vehicle).</p> <p>Upon approval, you must immediately affiliate 10 vehicles, or 5 vehicles with 1 WAV with your Base. If affiliating less than 10 vehicles, 1 must be wheelchair accessible - an MC300 or a Modifier letter must be submitted to the TLC as proof.</p>	<input type="checkbox"/>																								
<p>FHV Accessibility Rule Information - What percentage of trips must the Base dispatch to WAVs each year?</p> <p>The trip percentage rule went into effect on January 14, 2019. The first period of implementation was from January 14, 2019 until June 30, 2019. During that period, all FHV bases not participating in the pilot were required to dispatch at least 5% of all trips to WAVs. This phase-in continues through 2022, when the trip percentage requirement reaches 25%.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Year</th> <th>Start Date</th> <th>End Date</th> <th>Minimum percentage of trips to WAVs</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>January 14, 2019</td> <td>June 30, 2019</td> <td>5%</td> </tr> <tr> <td>2</td> <td>July 1, 2019</td> <td>June 30, 2020</td> <td>10%</td> </tr> <tr> <td>3</td> <td>July 1, 2020</td> <td>June 30, 2021</td> <td>15%</td> </tr> <tr> <td>4</td> <td>July 1, 2021</td> <td>June 30, 2022</td> <td>20%</td> </tr> <tr> <td>5</td> <td>July 1, 2022</td> <td>June 30, 2023</td> <td>25%</td> </tr> </tbody> </table>	Year	Start Date	End Date	Minimum percentage of trips to WAVs	1	January 14, 2019	June 30, 2019	5%	2	July 1, 2019	June 30, 2020	10%	3	July 1, 2020	June 30, 2021	15%	4	July 1, 2021	June 30, 2022	20%	5	July 1, 2022	June 30, 2023	25%	<input type="checkbox"/>
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1	January 14, 2019	June 30, 2019	5%																						
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Filing an application does not grant operating authority.

Operating a Base station before the Base license application is approved AND the Base license issued is illegal, and may subject the applicant and Base to fines and other penalties. Applicants found guilty of operating an unlicensed Base station can be subject to disqualification from operating a Base station for a period of three years.



INSTRUCTIONS FOR SUBMITTING A COMPREHENSIVE OPERATING PLAN AS PART OF A NEW LIVERY BASE APPLICATION

Please visit www.nyc.gov/tlcselfscheduling to schedule an appointment to submit your completed application, required documents, and fees. Please visit our website for more information at: www.nyc.gov/tlc.

A comprehensive operating plan (COP) for the Base station must be submitted to the Licensing Division in a specified format.

The COP must include the following:

Business name, address, telephone number of the Base, and a 24 hour contact telephone number.
Please specify how your Base station plans to operate within the scope of the TLC rules and regulations.
Describe the Base's process to prevent committing TLC violations, including the reoccurrence of violations, if applicable. Please include: <ul style="list-style-type: none">• Specifications for holding the <u>Base</u>, <u>drivers</u>, <u>vehicle owners</u>, and <u>employees</u> accountable for compliance with TLC rules and regulations.• Specifications for the Base to prevent violations of TLC rule 59B-02, which prohibits the dispatching of unlicensed drivers.• Specify measures that will be taken in the event of a recurrence of a TLC violation.
A description of the Base's relationship to the community. Based on the community's composition, please specify how the Base will serve the community.
A description of the service(s) provided by the Base station and proposed improvements.
A description of the Base facility and surrounding logistics. Please specify the type of area where the Base is located (ex. commercial).
Provide an analysis of the current mass-transportation service options in the area where you plan to conduct business or are currently conducting business; including: <ul style="list-style-type: none">a. A description of the impact that the Base station will have on the existing mass-transit options;b. A description of whether the Base's services will supplement existing mass-transit service(s) in the area;c. Please describe the local neighborhood where the Base operates;d. Please list the other Bases and Commuter Van Authorities in the area.
State the anticipated number of vehicles affiliated with the Base station.
State the anticipated number of vehicles dispatched per day by the Base station.
State the anticipated number of service calls received per day by the Base station.
State the anticipated number of rides dispatched per day by the Base station.
Include a simple Business Plan for operating the Base station; please specify anticipated service volume.
Please specify anticipated rates of fare used by the Base station.



APPLICATION TO OPERATE A NEW LIVERY BASE STATION

Please visit www.nyc.gov/tlcselfscheduling to schedule an appointment to submit the completed application, required documents, and fees. Submission is by appointment only. Visit TLC's website for more information at: www.nyc.gov/tlc.

BASE STATION BACKGROUND INFORMATION:

All fields must be completely filled out for the application to be processed

Business Name:			
D/B/A:			
Address:			
City:		State:	Zip Code:
E-Mail: (required)			
Website Address (required):			
Telephone #:		EIN #: <input type="checkbox"/> or SSN #: <input type="checkbox"/>	
24-Hour Phone #:		Proof of EIN / Social Security No. – If a corporation or partnership , you must submit an IRS issued CP-575 Notice or a 147-C letter. If a sole proprietor , you must submit proof of social security number.	
FCC Lic. # or state alternate method to communicate with vehicles		Business Type (Please check one)	
If a Corporation , please list # of shares authorized: _____	Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/>		
Please list # of shares issued / outstanding: _____	Corporation <input type="checkbox"/> LLC <input type="checkbox"/>		

DISPATCH APP INFORMATION

Will the Base use a passenger-facing App to provide dispatches? ☐ Yes ☐ No ☐ Unknown

What type of App will the proposed Base use? ☐ Proprietary ☐ Contract ☐ Both ☐ None

Please list the names of all proprietary or contracted dispatch services:

Dispatch APP Name		
Proprietary or contracted		
Effective date of Agreement		

Dispatch APP Name		
Proprietary or contracted		
Effective date of Agreement		

Internal use only

TLC #: _____

PLEASE LIST ALL OWNERS, OFFICERS, PARTNERS, MANAGERS, AND STOCKHOLDERS:

This page may be photocopied if needed for additional officers

Last Name:	<input type="text"/>	First Name:	<input type="text"/>
Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
		Zip Code:	<input type="text"/>
# of shares:	<input type="text"/>	DMV license #:	<input type="text"/>
		DMV license state:	<input type="text"/>
		Title:	<input type="text"/>
Date of Birth:	<input type="text"/>	EIN/SSN#:	<input type="text"/>
	<small>month day year</small>		
Individual E-Mail address:	<input type="text"/>	Phone #:	<input type="text"/>
<hr/>			
Last Name:	<input type="text"/>	First Name:	<input type="text"/>
Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
		Zip Code:	<input type="text"/>
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		Title:	<input type="text"/>
Date of Birth:	<input type="text"/>	EIN/SSN#:	<input type="text"/>
	<small>month day year</small>		
Individual E-Mail address:	<input type="text"/>	Phone #:	<input type="text"/>

BACKGROUND QUESTIONNAIRE

All Officers must fill out this form. All fields below must be COMPLETED and SUBMITTED with the application

Please note: any individual who owns 10% or more of the shares; OR who holds a title of President, Vice President, Secretary, Treasurer, or Member must complete all fields on this page. Please make additional copies of this page if necessary.

Name (print): _____
Signature: _____
Today's Date: _____ Telephone #: _____
Title: _____ # of Shares: _____
Base Name: _____ Base #: _____

Have you ever:

- A) Been convicted of any crime anywhere? YES ☐ NO ☐
- B) Had any type of license suspended or revoked? YES ☐ NO ☐
- C) Held any other TLC license under your name, as an individual licensee, partnership, corporation, officer, principle, and / or stockholder? YES ☐ NO ☐

If you answered "YES" to any of the above three questions, you must provide a signed statement (on a separate document) and submit documentation providing all relevant details, as an addendum to this application.

WORKERS' COMPENSATION LAW

You are required to maintain Workers' Compensation Insurance Coverage. A Workers' Compensation Certificate of Insurance issued by the New York State Insurance Fund must be submitted to the NYC Taxi and Limousine Commission with your Livery Base application.

The certificate must be current, and it must be on the form issued by the State Insurance Fund or Workers' Compensation Board. The Certificate **MUST** name the "NYC Taxi and limousine Commission" as the certificate holder. Additionally, the name and address on the certificate **MUST EXACTLY** match the name and address on your TLC license application.

Please provide the following information about your Workers' Compensation Insurance policy:

Name of Insurer: _____

Policy Number: _____

Effective Dates: _____ to _____
month day year month day year

Name: _____

Title: _____

Signature: _____

Date: _____
month day year

AFFIRMATION OF STATEMENTS OF APPROVAL FROM CITY COUNCIL MEMBER (CM) AND COMMUNITY BOARD (CB)

Please Note: Your application will not be accepted without this form, the original Letters of No Objection from City Council Member (CM) and Community Board (CB) OR copies of the letters requesting the "Letter of No Objection" along with the original signed certified mail receipts for the two (2) entities.

I, _____ affirm:
(print name)

That I am the Officer / Owner of _____
(Base Name)

Officer / Owner of _____
(Base Number)

That I make this affirmation based upon personal knowledge of the facts therein stated.

That said, I submitted letters to the local City Council Member and Community Board for the address of the above Base station, and included in the mailing copies of page 1 & 2 of this application form with a copy of my formal lease agreement or contract for the Off-Street Parking (OSP) to the addresses below:

At:

CM # _____: _____ (Street Address) _____ (City) _____ (Zip Code)

CB # _____: _____ (Street Address) _____ (City) _____ (Zip Code)

"I hereby affirm, under penalty of law, that I have examined and reviewed the information in the submitted form(s) or application(s), including any supplemental form(s) and / or document(s) and that these document(s) and or statement(s) do not contain any untrue statement(s) nor are they missing any material information and / or fact(s). I also acknowledge and understand that any false statement(s) submitted is punishable under the law and may result in a denial of an application or the suspension or revocation of an existing license / permit."

(Print Name)

(Signature)

(Date)

AFFIRMATION TO OPERATE A LIVERY BASE STATION

PLEASE NOTE – ONE (1) OFFICER / PARTNER / OWNER MUST FILL OUT THIS AFFIRMATION ON BEHALF OF THE OWNER(S)

This must be COMPLETED & SUBMITTED with your application.

1. I have submitted this affirmation at the request of the New York City Taxi & Limousine Commission (TLC);
2. I am currently an Officer / Partner / Owner for _____;
(Name of Base)
and submit this affirmation in that capacity for this Base, an entity that functions as a Livery Base Station as defined in Section 19-502(4) of the New York City Administrative Code;
3. There will be a minimum of ten (10) Livery Base Station vehicles that are affiliated with this company, and are either dispatched from or are conveyed information from its facility;
4. I further certify that the vehicles affiliated with this Base have personal injury insurance coverage in amounts no less than required by the rules of the TLC;
5. I recognize that the maintenance of the insurance coverage required by the rules of the TLC is a condition of this Base's license and agree that the Base will maintain such coverage at all times;
6. I recognize that the TLC relies upon this affirmation in considering the company's application for a Livery Base Station, and in such reliance is not applying licensing requirements applicable to other types of for-hire vehicle bases set forth in local law. I agree to promptly provide financial statements and other documents requested by the TLC.

"I hereby affirm, under penalty of law, that I have examined and reviewed the information in the submitted form(s) or application(s), including any supplemental form(s) and / or document(s) and that these document(s) and or statement(s) do not contain any untrue statement(s) nor are they missing any material information and / or fact(s). I also acknowledge and understand that any false statement(s) submitted is punishable under the law and may result in a denial of an application or the suspension or revocation of an existing license / permit."

Name (print): _____

Signature: _____

Title: _____ Today's Date: _____



BUSINESS NAME RESERVATION REQUEST

Before an application (New Business/Base Application or Name Change Application) can be submitted the name must be reviewed and approved by the Business Unit of TLC. **Any names accepted by the TLC are valid for (45) days** from the date indicated below and must be re-submitted thereafter for additional approval. *You must submit an approved name request along with your business application.*

Please email form to name-reservation@tlc.nyc.gov for review of Business Name prior to scheduling an appointment.
Please visit our website for more information at: www.nyc.gov/tlc.

Please list the proposed Business Names by order of preference:

For Office Use Only

Approved?

YES

NO

Business Name

☐☐

Business Name

☐☐

Business Name

☐☐

Please list the proposed Doing Business As (d/b/a) Names by order of preference:

DBA Business Name

☐☐

DBA Business Name

☐☐

DBA Business Name

☐☐

Entity Type:

☐

Livery Base

☐

Black Car Base

☐

Luxury Limo Base

☐

Commuter Van Authority

☐

Paratransit Base

☐

Broker

☐

Agent

☐

Taxi Meter

☐

Meter Manufacturer

☐

EHAIL Provider

☐

Technology Service Provider (TSP)

Requested by:

If you currently own a licensed business with TLC please indicate license #:

Email Address:

Contact

telephone #:

FOR OFFICE USE ONLY

Reviewed by: _____

Date: _____



Business Lease Affirmation

I, _____ of
(Name and title of Landlord)

(Business name of Landlord)

do hereby certify and affirm, that _____ of
(Name and title of Tenant)

(Business name of Tenant),

with TLC business license number _____,

has entered into a valid commercial property lease for the premise located at

(Address of Leased space)

effective on _____ and ending on _____
(Lease start date) (Lease end date)

Landlord Signature

Tenant Signature

Date

Notary (REQUIRED)

NOTE: If business location is owned by the applicant, please provide a deed as verification. This affirmation is to be accompanied by or presented with a Certificate of Occupancy or a Letter of Permissible use from the Department of Buildings. TLC reserves the right to request the current lease at any time during the term of a license.



Base Off-Street Parking Affirmation

Livery Bases Only

I, _____ (Name of Owner / Officer),

_____ (title) of

_____ (business name),

with base license number _____, do hereby certify and affirm, that our base meets the off-street parking requirements as per New York City Taxi and Limousine Commission's Rules and Regulations, §59B-15(j).

The off-street parking is located at _____
(address of leased space)

TLC reserves the right to request a current Off-Street Parking lease at any time during the term of a license.

Signature

Date

Notary



Information Security and Use of Personal Information Policy Affirmation

I, _____ (Name of Owner / Officer), _____ (Title) of

_____ (Base / Business name), with Base / Business license number _____,

attest to the following:

1. I certify that the Base has a detailed information security and use of personal information policy that contains internal access policies relating to passenger and driver personal information for employees, contractors, and third-party access, if applicable.
2. I certify that, except to the extent necessary to provide credit, debit, and prepaid card services, as well as services for applications that provide for electronic payment; personal information will only be collected and used with a passenger's affirmative express consent, and that such personal information will only be used, shared, or disclosed for lawful purposes.
3. I certify that the Base's information security and use of personal information policy contains procedures for notifying the TLC and affected parties of any breach of the security of the system, pursuant to section 899-aa of the General Business Law.
4. I certify that any credit, debit, or prepaid card information collected by the Base or a credit, debit, or prepaid card service provider is processed by the Base or such provider in compliance with applicable payment card industry standards.
5. I certify that the Base's information security and use of personal information policy contains policies regarding the use of passenger geolocation information, which prohibits the use; monitoring; or disclosure of trip information, including the date; time; pick-up and drop-off location; real-time vehicle location; and any retained vehicle location records, without such passenger's affirmative express consent.

I certify that the Base meets the information security and use of personal information policy as per New York City Taxi Laws and Regulations, as well as Taxi and Limousine Commission Rules and Regulations. I also acknowledge and understand that any false statement(s) submitted is punishable under the law and may result in a denial of an application or the suspension or revocation of an existing license.

Name (print): _____

Signature: _____

Title: _____

Date: _____

Notary: