



**HIGH-VOLUME FOR-HIRE SERVICE LICENSE**  
**RENEWAL APPLICATION AND CHECKLIST**

High Volume For-hire Service licenses must be renewed every two (2) years. Renewal applications and documents must be submitted by the expiration date of the license. Renewal payment and requirements can be submitted early to avoid delays in processing.

To renew:

1. Pay & clear any outstanding fines, suspensions, judgments, or tickets owed to TLC, DMV, Department of Finance (DOF), or other City / State agency.
2. Gather all required documents listed below.
3. Complete the application on the following pages.
4. Scan, attach, and email the completed application and all requirements in PDF format to [businessunit@tlc.nyc.gov](mailto:businessunit@tlc.nyc.gov). Please, clearly and accurately label or name all attachments.

Application to Renew High-Volume For-Hire Service License – Completely fill out and sign all section on the application. Incomplete applications will not be accepted.
Application fee of \$380,000 for a two year license (\$190,000 annual fee) – Money Orders, Company Checks or Certified Checks are to be made payable to: <b><u>NYC Taxi &amp; Limousine Commission</u></b> .
Zone Rate Schedule map or Rate of Fare book – Submit whichever is appropriate for your business.
Fee Schedule – Submit a detailed description of all deductions, including commissions, lease fees, and other charges to for-hire vehicle owners or drivers.
Information Security and Use of Personal Information Policy: Complete and submit <a href="#">disclosure</a> .
Updated Business Plan – The structure for the Business Plan is on pages 5 and 6 of this application.
Updated Impact Analysis – The structure for the Impact Analysis is on pages 6 and 7 of this application.
Actions and Programming in Support of NYC Goals – The structure for this document is on page 7 of this application.

TLC will review your submissions electronically. Once TLC confirms your application is complete, you will be contacted to make an appointment to submit licensing fees in person.

Please visit our website for more information at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc).



## APPLICATION TO RENEW A HIGH-VOLUME FOR-HIRE SERVICE LICENSE

Please visit our website for more information at [www.nyc.gov/tlc](http://www.nyc.gov/tlc)

High Volume For-Hire Service License #

### BACKGROUND INFORMATION ON HIGH-VOLUME FOR-HIRE SERVICE LICENSE

(All fields in this section must be filled out completely for your application to be processed)

Business Name:

D/B/A:

Address:

City:

State:

Zip Code:

E-Mail:  
(required)

Website Address  
(required):

Office Telephone #:

24-Hour Phone #

Contact person:

Contact Cell Phone #

EIN #:

#### Business Type (Please check one)

Sole Proprietorship

Partnership

Corporation

LLC

If a Corporation, please list # of shares Authorized: \_\_\_\_\_

Please list # of shares Issued/Outstanding: \_\_\_\_\_

**LISTING OF ALL OWNERS, OFFICERS, PARTNERS, MANAGERS AND STOCKHOLDERS**

This page can be photocopied if needed for additional officers

Last Name:  First Name:

Address:

City:  State:  Zip Code:

How long at this Address?  # of shares:  DMV license #:  DMV license State:

Date of Birth:  EIN/SSN#:   
Month Day Year

Title:  Phone #:

---

Last Name:  First Name:

Address:

City:  State:  Zip Code:

How long at this Address?  # of shares:  DMV license #:  DMV license State:

Date of Birth:  EIN/SSN#:   
Month Day Year

Title:  Phone #:

---

Last Name:  First Name:

Address:

City:  State:  Zip Code:

How long at this Address?  # of shares:  DMV license #:  DMV license State:

Date of Birth:  EIN/SSN#:   
Month Day Year

Title:  Phone #:

---

Last Name:  First Name:

Address:

City:  State:  Zip Code:

How long at this Address?  # of shares:  DMV license #:  DMV license State:

Date of Birth:  EIN/SSN#:   
Month Day Year

Title:  Phone #:

**AFFIRMATION TO OPERATE A HIGH-VOLUME FOR-HIRE SERVICE (HVFHS) LICENSE**

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

This affirmation 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 Business)

and submit this affirmation in that capacity, this HVFHS is an entity that functions as a High-Volume For-Hire Service as defined in **Local Law 149 of 2018 and TLC Rules Subchapter 59D**.
  3. I will not impose any charge or deduction on a for-hire vehicle owner or driver that has not been submitted to the TLC.
  4. I recognize that the TLC relies upon this affirmation in considering the company's application for a High Volume For-Hire Service License. I agree to promptly provide financial statements and other documents if 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."

Name (print): \_\_\_\_\_

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

Today's Date: \_\_\_\_\_

Title: \_\_\_\_\_

# Business Plan

*Submit the following information and describe the methodology and assumptions used to develop all estimates and projections. Do not include trips dispatched on behalf of other FHV bases as an authorized WAV Dispatcher, if any.*

## Operations

1. A description of all for-hire passenger transportation services offered by the applicant within New York City during the previous calendar year and any currently planned changes for the impending license term that would materially affect the availability of for-hire service in New York City.
2. The geographic areas within New York City in which the applicant intends to operate during the impending license term.
3. An estimate of the number of for-hire passenger trips expected to be dispatched in each borough on a daily basis during the impending license term.
4. A projection of the number of for-hire vehicles and drivers needed to operate in accordance with the applicant's business plan during the impending license term.
5. The median number of trips per vehicle and trips per driver that is anticipated to be provided by the applicant during the impending license term.
6. The number of fulfilled, unmatched, and canceled requests in each Taxi Zone during the previous calendar year in the format prescribed in [Appendix A](#).

## Driver Payments

1. The 25<sup>th</sup> percentile, 50<sup>th</sup> percentile, and 75<sup>th</sup> percentile of hours drivers were logged into the applicant's system during the previous calendar year per week per driver.
2. The 25<sup>th</sup> percentile, 50<sup>th</sup> percentile, and 75<sup>th</sup> percentile of gross hourly driver fare-based earnings paid over the previous calendar year. Gross hourly earnings are defined as total pay received by drivers after the deduction of commissions, taxes, and other fees, divided by the total number of hours the driver was logged into the applicant's system. Do not include payments or incentives other than the fare, for example, weekly promotions, "quests," or "boosts."
3. An estimate of the 25<sup>th</sup> percentile, 50<sup>th</sup> percentile, and 75<sup>th</sup> percentile of gross hourly driver fare-based earnings expected to be paid during the impending license term. Do not include payments or incentives other than the fare, for example, weekly promotions, "quests," or "boosts."
4. A description of all non-fare incentives and programs offered to drivers in the past calendar year, e.g., sign-up bonuses, vehicle bonuses, trip number bonuses, "weekly promotions," "quests," "boosts," and any other driver reward programs. Include the median amount paid per driver under each program over the past calendar year.
5. A description of the method and frequency by which the applicant pays drivers.

## Accessibility

1. A statement outlining how the applicant's affiliated Bases will comply with the accessibility requirements contained in Section 59B-17(c) of TLC Rules.

## **Business Plan (continued)**

2. An estimate of the total number of passenger requests for wheelchair accessible service expected to be dispatched in each borough during the impending license term.
3. An estimate of the number of wheelchair accessible for-hire vehicles needed to operate in accordance with the applicant's business plan during the impending license term.
4. The number of fulfilled, unmatched, and canceled requests for wheelchair accessible service in each Taxi Zone during the previous calendar year in the format prescribed in [Appendix A](#).

## **Impact Analysis**

### **Traffic Congestion**

*Submit a detailed analysis of the impacts of the applicant's operations on traffic congestion in New York City over the past calendar year and the potential impact of anticipated operations during the impending license term as described in the accompanying business plan. The analysis must include but is not limited to:*

1. The average length of time vehicles spend standing while picking up or dropping off passengers ("dwell time") per trip and the applicant's fleet-wide total dwell time during the previous calendar year.
2. The total fleet wide vehicle miles traveled and vehicle hours traveled in each Taxi Zone by drivers logged in to the applicant's system during the previous calendar year in the format prescribed in [Appendix B](#).
3. A description of any changes to the vehicle miles traveled and vehicle hours traveled reported in [Appendix B](#) expected during the impending license term.
4. A detailed description of all geography-based incentives, programs, and initiatives that may influence a driver's decisions to drive in or avoid specific geographies.

### **Local Transportation**

*Submit a detailed analysis of the impacts of the applicant's operations on local transportation, public transit, private motor vehicles, and other modes of transit in New York City over the past calendar year and the potential impact of anticipated operations during the impending license term as described in the accompanying business plan. The analysis must include but is not limited to:*

1. The number of trips completed as part of a commuter benefit program (e.g. Transitchek), the average number of passengers per trip, and the number of unique passengers transported as part of such programs during the previous calendar year.
2. A list of all federal, state, or local government programs, contracts, and partnerships to provide transportation services for the public (e.g., Medicaid, Medicare, or Access-a-Ride) under which the applicant dispatches vehicles in New York City, the number of trips dispatched through each during the previous calendar year, and the number of unique passengers transported under each program. This question does not refer to contracts with government agencies to provide transportation for government employees.
3. The average passenger wait time in each Taxi Zone during the previous calendar year in the format prescribed in [Appendix C](#).
4. A description of any changes to the wait times reported in [Appendix C](#) expected during the impending license term.

## Impact Analysis (continued)

### Noise

*Submit a detailed analysis of the impacts of the applicant's operations on ambient noise in New York City over the past calendar year and the potential impact of anticipated operations during the impending license term as described in the accompanying business plan. The analysis must include but is not limited to:*

1. Identification of intersections and streets that have been or will be subject to significantly increased or decreased traffic noise due to the applicant's operations.

### Other Impacts

#### *Airport Congestion*

*Submit a detailed analysis of the impacts of the applicant's operations on LaGuardia and John F. Kennedy Airports over the past calendar year and the potential impact of anticipated operations during the impending license term as described in the accompanying business plan. For each airport, provide the following historical data as well as projections for the length of the impending license term:*

1. The 25<sup>th</sup> percentile, 50<sup>th</sup> percentile, and 75<sup>th</sup> percentile of the amount of time drivers spend in garages and/or hold lots at the airport while logged in to the applicant's system prior to accepting a dispatch, leaving airport property, or logging off of the applicant's system.
2. The 25<sup>th</sup> percentile, 50<sup>th</sup> percentile, and 75<sup>th</sup> percentile of the curbside dwell time of vehicles picking up or dropping off passengers at the terminal frontages.

## Actions and Programming in Support of NYC Goals

*Describe in detail all steps the applicant is taking to support the following goals. Include a detailed timeline of measures that will be taken during the impending license term.*

1. Reduce traffic congestion
2. Increase access to, use of, and efficiency of public transit
3. Reduce traffic noise
4. Support the City's Vision Zero goal of ending traffic fatalities on city streets
5. Increase average weekly driver earnings and reduce driver expenses
6. Increase availability of and access to wheelchair-accessible for-hire transportation throughout New York City
7. Reduce total greenhouse gas emissions from the for-hire vehicle fleet
8. Provide efficient ground transportation at New York City airports
9. Mitigate any negative impacts of the applicant's operations on New York City identified in the accompanying impact analysis
10. Support other New York City goals not listed above