

LIVERY BASE STATION RENEWAL APPLICATION AND CHECKLIST

Please visit <u>www.nyc.gov/tlcselfscheduling</u> to schedule an appointment to submit your completed application, required documentation and fees via appointment.

Please visit our website for more information at: www.nyc.gov/tlc.

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 Payment Method –	
Renewal Fayment Method –	
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 47 th Avenue, 3 nd 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 <u>all</u> 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. ONLINE Payment: You can make your renewal payment online on our website at: https://www1.nyc.gov/lars/ .	
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.	
To get your renewal license on time you need to complete all license requirements at least sixty (60) days your license expires.	
Application to Operate a Renewal Livery Base Station – Must be completely filled-out and signed.	
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 judgement (i.e., unpaid tickets) are discovered, your application will not be	
processed.	
Statements and business records to disclose all individuals, partners, managers, officers, principals, and stockholders. Please ensure	
that the # of shares per person is indicated. You may bring in a current affirmed minutes of the meeting.	
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Proof of at least 10 vehicles affiliated with the base - This should be obtained via the website base system.	
Lease or statement by a landlord to lease office space with a start and expiration date. Lessor's and Lessee's printed name and	
signature. Contact information must be signed by both parties.	
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Certificate of Occupancy, or Letter of No Objection - From the Department of Buildings (stamped or dated no more than two years	
before the date of this application) for the Base Station location.	
Diametels Ann Diagleoure March and an ann (in An iOC/Andried are sensely and the diametels are sensely as a first transfer to the first transfer to the first transfer transfer to the first transfer t	
Dispatch App Disclosure - If you use an app (ie. An iOS/Andriod app or web page) to dispatch, you will be required to disclose information on that app. (Please see disclosure page attached to the application forms.)	
information on that app. (riease see disclosure page attached to the application forms.)	
Privacy and Security Policies (if collecting passenger identifying, geolocation, or credit card information)	

Comprehensive Operating Plan (COP) - There is an additional hand-out which details what must be provided. Please adhere to the format on the hand-out. (Note: please make sure special attention is paid to any §59B-11 convictions).	
Zone Rate schedule map or Rate of Fare book, whichever is appropriate.	
Proof of compliance with Rule §59B-17(c) (ability to provide wheelchair accessible service on demand) - You must provide either a signed contract with provider – including start and expiration date of contract or proof of ownership of vehicle that can provide accessible service, which must pass/have passed TLC inspection. For a list of current providers, please visit the TLC website.	
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 in an on screen print-out.	
Proof of EIN / Social Security No - If a <u>corporation or partnership</u> , you must submit an IRS issued CP-575 Notice or a 145-C letter. If a <u>sole proprietor</u> , you must submit proof of social security number.	
Proof of Business Status - If <u>a corporation</u> , you must produce a Certificate of Incorporation and a filing receipt. If <u>a partnership</u> , you must produce a Partnership Certificate. If a <u>sole proprietor</u> , you must produce a Business Certificate.	
New York State Criminal History Report for all individuals, partners, officers, principals, and stockholders - Must also include dispositions of any convictions. Please visit http://www.nycourts.gov/apps/chrs/ , for more information.	
Certificate of Workers' Compensation Insurance - Bases are required to provide documentation reflecting Workers' Compensation Insurance Coverage or exemption from providing this coverage.	
Original Surety Bond of \$5,000 for the benefit of the City of New York - note you MUST bring in the original; a copy will not be accepted.	
Affirmation - Filled out and signed by one officer representing the owner(s).	
Copy of the most recent phone bill for your base station telephone number - Please make sure the address on the phone bill is the same address as your base station.	
Original letters of no objection from City Council Member, Community Board and Local Police Precinct 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. The correct entities are identified on your renewal payment form. 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 and affirmation page. 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. CM CB PD	
	1



RENEWAL APPLICATION TO OPERATE A LIVERY BASE STATION

Please visit www.nyc.gov/tlcselfscheduling to schedule an appointment to submit your completed application, required documentation and fees via appointment. Please visit our website for more information at: www.nyc.gov/tlc. License #: Note: Please enter your current license #. If this application for NEW base please leave blank. I. BACKGROUND INFORMATION ON BASE STATION (All fields in this section must be filled-out completely for your application to be processed) **Business Name:** D/B/A: Address: City: Zip Code: State: E-Mail: (required) Website Address (required): Base Phone #: EIN #: SSN#: 24-Hour Proof of EIN / Social Security No. - If a corporation or partnership, you must submit an IRS issued CP-575 Notice or a 145-C letter. If a sole proprietor, you must Phone #: submit proof of social security number. FCC Lic. #: Or indicate alternate **Business Type (Please check one)** method used to communicate with Sole Proprietorship **Partnership** vehicles LLC Corporation Please list # of shares Issued/ Outstanding: _ If a Corporation, please list # of shares Authorized: __ II. OFF-STREET PARKING INFORMATION - The base must have half the number of spaces for every vehicle affiliated. (For example, if the base has 10 vehicles, you must have 5 spaces); maximum distance from Base Station to Off-Street Parking location is 1.5 miles. Please Note - The OSP must be in a location zoned for the operation of a parking facility. Please refer to the OSP requirements sheet for proper compliance. **LOCATION #1** Address: # of Spaces: ___ Mileage to Base: ___ **LOCATION #2** Address: # of Spaces: Mileage to Base:

photocopied if needed for additional officers First Name: Last Name: Address: City: State: Zip Code: How long at this # of shares: DMV license #: **DMV license State:** Address? Date of Birth: EIN/SSN#: Month Day Year Title: Phone #: First Name: Last Name: Address: City: Zip Code: State: How long at this # of shares: DMV license #: **DMV license State:** Address? Date of Birth: EIN/SSN#: Month Day Year Title: Phone #: First Name: Last Name: Address: City: State: Zip Code: How long at this DMV license #: # of shares: **DMV license State:** Address? Date of Birth: EIN/SSN#: Day Title: Phone #: First Name: **Last Name:** Address: City: State: Zip Code: How long at this DMV license #: # of shares: **DMV license State:** Address? Date of Birth: EIN/SSN#: Month Day Year Title: Phone #:

LISTING OF ALL OWNERS, OFFICERS, PARTNERS, MANAGERS AND STOCKHOLDERS - this page can be

IV. BACKGROUND QUESTIONNAIRE

PLEASE NOTE - ALL OFFICERS MUST FILL OUT THIS FORM.

Any individual that holds 10% or more of the shares OR a title as President, Vice President, Secretary, Treasurer or Member must completely fill-out this page. Please make additional copies of this page if necessary.

All questionnaires must be COMPLETED & SUBMITTED with your application.

Na	me (print):			
	nature:			
То	day's Date:	Telephone #:		
Titl	e:	# of Shares:		
Ba	se Name:		Base #:	
<u>Ha</u>	ve you ever:			
A)	been convicted of any crime anywhere?		YES	NO
B)	had any type of license suspended or revoked?		YES	NO
C)	had any TLC license with your name under any other individual, partners, corporations, officers, principle and/or stockholders?		YES	NO
a s	ou answered "YES" to any of the preceding three eparate document) and give pertinent documenta plication.	questions you must provide a stition giving all relevant details a	signed state s an addend	ment (below or on lum to this
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V. WORKERS' COMPENSATION LAW

You are required to maintain Workers' Compensation Insurance Coverage. A Certificate must be submitted to the NYC Taxi and Limousine Commission.

You are required to submit with your Livery base renewal application a Workers' Compensation <u>Certificate of Insurance</u> issued by the New York State Insurance Fund or a Certificate of Exemption issued by State of New York Workers' Compensation Board.

You must submit the original Certificate. The certificate or exemption 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. Finally, the name and address on the certificate **MUST** match **EXACTLY** with the name and address on your license application.

<u>Please</u>	provide the follow	ving infori	mation with re	espect to y	our Workers	' Compens	sation ins	surance:
Name Of Insurer:								
Policy Number:								
Effective Dates:								
				_ to			d	
	month	day	year			month	day	year
Name:								
Title:								
Signature:								
0.5								
Date:								
	month	day	year	_				
VI. DISPATCH SEI	RVICE PROVIDER							
Will your base use a	passenger-facing	App to pro	vide dispatches	s?	Yes	N	0	Unknown
What type of App wi	II the proposed bas	e use?	Proprie	etary	DSP	В	oth	None
For proprietary Apps	s What is the nam	ne of the ba	ase's App? (Lis	st all Apps	owned/opera	ted by the b	oase.)	

For non- proprietary Apps fill in the Dispatch Service Provider Disclosure form at the end of this document.

VII. 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.

l.	I have submitted this affire	mation at the request o	of the New York (City Taxi & Limou	ısine Commission	ı (TLC)	
<u>.</u>	I am currently an officer/p	•	or the row rone	nty Taxi a Limba		. (120).	
<u>z</u> .	r am currently an officer/p	artifer/owner for			(Name of Base)		
	and submit this affirmation 19-502(4) of the New Yorl	n in that capacity, ("Th c City Administrative C	is Base") an entit Code.	y that functions a	as a Livery Base S	Station as defined in S	ection
3.	There will be a minimum of dispatched from or conve			es that are affiliat	ed with this comp	any and are either	
1.	I further certify that the required by the rules of the		th this base hav	/e personal inju	ry insurance cov	verage in amounts n	o less tha
5.	I recognize that the main and agree that the Base v			quired by the rul	es of the TLC is	a condition of this ba	se's licens
6.	I recognize that the TLC r such reliance is not applyi to promptly provide finance	ng licensing requireme	ents applicable to	other types of fo	or-hire vehicle bas		
	"I hereby affirm, under per application(s), including any contain any untrue staten understand that any false s suspension or revocation of	y supplemental form(s nent(s) nor are they tatement(s) submitted	s) and/ or docume missing any ma I is punishable un	ent(s) and that that that that the	nese document(s) in and/ or fact(s) and or statement(s)). I also acknowledg	do not e and
	Name (print):						
	Signature:					-	
	Today's Date:						
	Title:						

VIII. AFFIRMATION OF STATEMENTS OF APPROVAL FROM CITY COUNCIL MEMBER (CM), COMMUNITY BOARD (CB) AND LOCAL POLICE PRECINCTS (PD)

<u>Please Note</u>: Your application will not be accepted without this form, the Original letters of no objection from City Council Member (CM), Community Board (CB) and Local Police Precinct (PD) OR copies of the <u>letters requesting the "Letter of No Objection" along with the original signed certified mail receipts for the three (3) entities.</u>

	(a state a seas)	affirm:	
	(print name)		
I am the (officer/owne	r of),
·		e Name)	
er/Owner of			
SI/OWNOLOL	(Base Number)		
at I make this affirm	nation based upon personal knowl	ledge of the facts therein st	ated.
address of my bas	letters to the local City Council Mese station and included in the mail SP) to the addresses below:		
:			
M #:	(Street Address)	(City)	(Zip Code)
3#:	(Street Address)	(City)	(Zip Code)
# :			
	(Street Address)	(City)	(Zip Code)
lication(s), including not contain any untru understand that an	penalty of law, that I have examine any supplemental form(s) and/ or due statement(s) nor are they missing by false statement(s) submitted is passion or revocation of an existing lice	document(s) and that these d g any material information an punishable under the law ar	locument(s) and or stateme d/ or fact(s). I also acknowle



NAME INQUIRY OR NAME RESERVATION REQUEST

Before an application can be submitted for consideration of an entity name (New Application or Name Change Application), the name must be reviewed and approved by the Division of Applicant Licensing. Any names accepted by the TLC will be held on file for thirty (30) days from the dated stamped below.

Please email <u>businessunit@tlc.nyc.gov</u> for approval for Name Inquiry prior to scheduling an appointment. Please visit our website for more information at: <u>www.nyc.gov/tlc</u>.

Please list the pr	pposed Trade Names by order of preference:
Names Accepted	
Names Accepted	Yes No
Names Accepted	Yes No
Please list the pr Names Accepted	pposed Doing Business As (d/b/a) Names by order of preference: Yes No
Names Accepted	Yes No
Names Accepted	Yes No
Entity Type: L	very Base Broker or Agent Taxi Meter Lux. Limo
Commuter Van EHAIL	Paratransit Services Black Car DSP DSP
Requested by:	
If this request is	or a currently licensed entity please indicate license #:
Email Address:	
Reviewed by:	FOR OFFICE USE ONLY Date:



LIST OF DISPATCH SERVICE PROVIDERS CONTRACTED TO BASE

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

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.

If a contract is already in use you must provide a list of all services contracted to the base. A copy of the operation agreement between the base and all services listed will need to be filed with the business unit at TLC.

Please list the Names and License nu	mbers of all Contracted Dispatch Services:
Dispatch Service Provider Name	
Dispatch Service Provider License #	
Effective date of Agreement	
Dispatch Service Provider Name	
Dispatch Service Provider License #	
Effective date of Agreement	
Dispatch Service Provider Name	
Dispatch Service Provider License #	
Effective date of Agreement	
Dispatch Service Provider Name	
Dispatch Service Provider License #	
Effective date of Agreement	
Dispatch Service Provider Name	
Dispatch Service Provider License #	
Effective date of Agreement	
NOTE: This page may be photocopied if mo	re space is needed for the information requested.
FOR OF eviewed by:	FICE USE ONLY Date: