NYC Taxi & Limousine Commission

NEW OR RENEWAL BLACK CAR
OR LUXURY LIMOUSINE BASE STATION

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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.

If you are applying for a license to operate a New or Renewal Black Car or Luxury Limousine Base Station, please note the difference between the two license types.

Although the license types are very similar, and share many of the same requirements, there are some requirements which clearly differentiate the two license types.

REQUIREMENTS	Black Car Base Station	Luxury Limo Base Station
Operates a two-way radio or other communication system used for dispatching or conveying information to drivers.	✓	✓
Ninety percent of business is on a payment basis other than direct cash payment by a passenger.	✓	
Passengers are charged on the basis of garage to garage service and on a flat rate basis or per unit of time or mileage.		✓
Vehicle owners are either: a) a holder of a franchise from the corporation (or other business entity) which operates the base station **Or** b) a member of the cooperative that operates the base station	✓	
Vehicle insurance: 1 – 8 passengers ---- $200,000 PIP* $100,000 per person $300,000 per occurrence 9 – 15 passengers --- $200,000 PIP* $1.5 million per occurrence **(**See Note)** 16 – 20 passengers -- $200,000 PIP* $5 million per occurrence **(**See Note)**	✓	
Vehicle insurance: 1 – 8 passengers ---- $200,000 PIP* $500,000 per person $1 million per occurrence **(**See Note)** 9 – 15 passengers --- $200,000 PIP* $1.5 million per occurrence **(**See Note)** 16 – 20 passengers -- $200,000 PIP* $5 million per occurrence **(**See Note)**		✓

*Personal Injury Protection (PIP)

**Note: Only a vehicle owned directly by the Base can use a Base Umbrella Policy to meet any portion of the TLC mandated liability insurance requirements. The Declaration Page of the Base policy presented MUST include a schedule of Vehicle Identification Numbers (VINS) that are covered. The policy must have insurance levels that bring the vehicle up to all agency insurance requirements and the policy must cover any and all accidents incurred by the vehicle. There can be no exclusionary language in the policy that limits liability or coverage for the vehicle. The TLC may request a full copy of the Base policy to confirm coverage and this could delay the processing of your application.

Black Car / Luxury Limousine New Checklist 5.11.17

The following items below are required when submitting an application for a license to operate a NEW <u>Black Car</u> or <u>Luxury Limousine</u> Base Station.

Please ensure all of following items are submitted together. If your application is not complete upon submission, it will not be accepted.

Name Inquiry / Name Reservation Request – Copy of approved Name Inquiry Form.	☐
Application to Operate a New or Renewal Black Car or Luxury Limousine Base Station – Must be completely filled-out & signed.	☐
Application fee of $1,500 - Money Order, Company Check, Certified Check or Credit Card (Master Card, Visa, AMEX and Discover). Money Orders, Company Checks and Certified Checks are made payable to: **NYC Taxi & Limousine Commission**.	☐
Zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Department of Finance (DOF) Parking Violations and DOF Red Light Bureau – (i.e., unpaid tickets)	☐
Certificate of Incorporation, Corporate Filing Receipt, Certificate of Assumed Name, Filing Receipt for Assumed Name, or a copy of Business or Partnership Certificate, whichever is appropriate.	☐
Statements and business records to disclose all individuals, partners, managers, officers, principals, and stockholders. Please ensure that the # of shares per person is indicated. <u>You may</u> bring in a current affirmed meeting minutes**.**	☐
Proof of EIN / Social Security No. – If a <u>corporation or partnership</u>, you must submit an IRS issued 145-C letter. If a <u>sole proprietor</u>, you must submit proof of social security number.	☐
Lease or statement by a landlord to lease office space <u>with a start and expiration date</u>. Lessor's and Lessee's printed name and signature. Contact information must be signed by both parties.	☐
Certificate of Occupancy, or Letter of No Objection from the Department of Buildings for the dispatch location (Required for base stations within the (5) boroughs of NYC) (stamped or dated no more than two years before the date of this application).	☐
Zone Rate schedule map or Rate of Fare book, whichever is appropriate.	☐
Copy of resumes of all individuals, partners, officers, principals and stockholders, together with a cover letter demonstrating their ability to manage a base station.	☐
Photo of identification for each person listed on the application - a valid government issued identification.	☐
Franchise Agreement approval from the Attorney General's Office or a copy of the Cooperative Contract - <u>For Black Car Base Stations ONLY</u>	☐
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.)	☐
Privacy and Security Policies (if collecting passenger identifying, geolocation, or credit card information)	☐

Upon application approval, base will be required to submit a minimum of <u>10 vehicle applications</u>. Once vehicles are approved, base must submit the following before license is issued:

Proof of Membership in the New York Black Car Operators' Injury Compensation Fund, Inc. ("Fund") if the **base owns LESS than fifty (50%) percent of the vehicles it dispatches.** **OR** Proof of Workers Compensation Insurance if the **base owns fifty (50%) percent or more of the vehicles it dispatches.**	☐
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).	☐
Proof of compliance with Rule §59B-17(c) (ability to provide wheelchair accessible service on demand). (Must provide either a signed contract with a §59B-17(c) service provider – including <u>start and expiration date</u> of contract -- or proof of ownership of vehicle certified to provide accessible service).	☐

Black Car / Luxury Limousine New Checklist 5.1117