



## INSTRUCTIONS FOR FILING AN APPLICATION FOR A NEW LIVERY BASE STATION

### General Instructions

Please visit [www.nyc.gov/tlcselfscheduling](http://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](http://www.nyc.gov/tlc).

Completion of an **Environmental Assessment Statement (EAS)** is required as a part of your application to operate a new base station. Please see the attached EAS How-To-Guide. In addition, completion of a comprehensive operating plan is required as part of your application. Insufficient information or an inability to demonstrate need for Livery service as described may be grounds for **denial** of your base station license application.

**NEW APPLICANTS: Filing an application does not grant operating authority.** Operating a base station before the license application is approved is illegal and will subject the applicant to fines and other penalties. Applicants found guilty of operating an unlicensed base station will be subject to disqualification from operation of a base station for a period of three years.

### Purpose of this Application

- **New License:** Applying for a (3) years \$1,500 for a license to operate as a New Livery Base Station.

Upon receiving approval of your base station license application, **you will be required to submit applications for** licensing of all vehicles that will be affiliated with the New Livery Base Station (must be **at least ten vehicles**). In addition you will be required to have confirmed a working telephone number at the base station location as well as a confirmed number at which the base owner can be reached on a twenty-four hour basis. Failure to demonstrate any of these will result in the denial of your base license application.

### **Section I. Background Information on Base Station**

This basic background information is necessary to process your base station application. Please fill-out this section completely and make sure the information you provide is accurate. Inaccurate information may result in a delay in processing your application.

- **Business Name:** Refers to the name of the business entity associated with the base station application.
- **D/B/A: Doing Business As:** A D/B/A name is a company name, also commonly called "trade name" or "assumed name". A D/B/A is a secondary name for your business, an officially sanctioned "alias". Leave the D/B/A section blank if you plan to conduct business under one name if that name is the same as the company name.
- **Address:** The proposed location of the New Livery Base Station.
- **E-Mail:** Each New Livery Base Station is **required** to maintain a working E-mail address on file at the TLC to receive TLC updates and other important information.
- **Website Address:** It is **required** to provide your business website address.
- **Telephone #:** Contact numbers for ALL individuals, officers, partners, principals or stockholders responsible for all inquiries related to this application.
- **EIN/SS#:** Please provide either Social Security number or "EIN", Employer Identification Number, which is defined as a nine digit number that the Internal Revenue Service (IRS) assigns to organizations. EIN's are used by employers, sole proprietors, corporations, and partnerships.
- **FCC License #:** Federal Communications Commission (FCC) license number, which permits the applicant to operate a radio communication system for the purpose of communication between

base stations and their licensed vehicles. For more information on FCC business radio licensing, please go to: <http://wireless.fcc.gov/services/ind&bus/index.html>

\*\*If you are not using a radio system with an FCC regulated frequency please provide the type of communication system you will be using at your base station.

**Type of Business** – There are **four** basic **types** of businesses:

1. **Sole Proprietorship** - The business is owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it. They also assume complete responsibility for any of its liabilities or debts.
2. **Partnership** - Two or more people share ownership of a single business. The Partners should have a legal agreement that sets forth how decisions will be made, profits will be shared, disputes will be resolved, how future partners will be admitted to the partnership, how partners can be bought out, or what steps will be taken to dissolve the partnership when needed.
3. **Corporation** - It is considered by law to be a unique entity, separate and apart from those who own it. It is chartered by the state in which it is headquartered. A corporation can be taxed. It can be sued. It can enter into contractual agreements. The owners of a corporation are its shareholders. The shareholders elect a board of directors to oversee the major policies and decisions. The corporation has a life of its own and does not dissolve when ownership changes.
4. **LLC** - is a company where the owners are called members not partners or shareholders. Number of members are unlimited and may be individuals, corporations, or other LLC's.

\*\*\*Please **check** the business type applicable to your new FHV base station application.

**Please Note** - If you are a Corporation you must disclose the number of shares authorized and the number of shares outstanding/issued: Please provide **raw numbers** rather than percentages. Percentages **will not** be accepted and your application will be deemed incomplete. The difference between authorized and issued shares is as follows: At the time of incorporation, the incorporation documents specify the total number of shares that the corporation can issue. These are called the “**Authorized**” shares. The Board of Directors is responsible for deciding if and when to issue the authorized shares. When shares are actually given to the shareholders, they become “**Issued/ Outstanding**” shares.

### **Section III. Updated Listing of All Owners, Officers, Partners, Managers and Stockholders**

Please provide a complete list of all Officers, Partners, Managers and Stockholders associated with the business entity applying for a New Livery Base Station. The following information is required for all individuals:

- Name •home address •amount of time living at this address •date of birth
- Social Security number •DMV license # •DMV license State •Telephone number for individual
- title (which is the position held in the corporation i.e. president, secretary, etc.) and
- number of shares owned by the individual.

### **Section IV. Background Questionnaire**

For the questions listed in this section please check the box that correctly answers the questions for the individual(s) or firm whose name appears on the application. All officers, shareholders, partners & individual owners who have 10% of the corporate share (or more) OR a title as President, Vice President, Secretary, Treasurer, or Member must fill out the background questionnaire on page 3 of the application. If you answered “YES” to any of the questions you must provide a signed statement and pertinent documentation giving all relevant details as an addendum to this application. The statement must include all names, dates, license numbers, certificate of disposition and any other relevant information to the incident being described. **False answers to any of the questions will be grounds for denial of your base license application.**

## Section V. Worker's Compensation

Each base is required to maintain Workers' Compensation for all affiliated drivers/vehicles. The Certificate MUST indicate the Taxi and Limousine Commission as the Certificate Holder - In order to obtain or renew a license, a livery base must provide proof of membership in the ILDBF or a full workers' compensation policy that includes coverage for drivers. If proof of membership in ILDBF is produced, the base will also need to produce workers compensation coverage for non-driver workers, or obtain an exemption form which is available at the Workers Compensation Board at 1-866-298-7830.

## Section VI. Dispatch App information

Each base is required to disclose the use of mobile or internet-based electronic dispatch software and its origin. Answer the questions in this section if the App is base owned or fill out the Dispatch App Disclosure if the App is contracted by a Third party vendor.

## Section VII. Affirmation

The affirmation is required to be filled out and signed by one officer representing the owner(s).

## Section VIII. Affirmation of Statements of Approval

**Original letters of no objection from City Council Member (CM), Community Board (CB) and Local Police Precinct (PD) 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. Please note – the letter sent to the City Council Member (CM), Community Board (CB) and Local Police Precinct (PD) must include copies of page1 & 2 of the application form and affirmation page and 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.

## Attachments

**Dispatch App Disclosure:** 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.

## Additional Requirements

**Statements and business records to disclose all individuals, partners, managers, officers, principals, and Stockholders:**

**Examples:** Secretary's Certificate identifying partners, managers, officers, principals and stockholders.

Any of the above-referenced entities are required to disclose their identity through statements and business records.

**Photo of identification for each person listed on the application:** a valid government issued identification.

**Examples:** Certificate of Citizenship, Certificate of Naturalization, a Medicaid card, a NYS Food Stamp Card, professional license, State issued driver license, US marriage document, a US divorce document, or a court-issued name change document, School ID Cards, health insurance card or a medical prescription card, ATM card or a debit card, or a valid Credit Card.

**Lease or statement by a landlord to lease office space, and Certificate of Occupancy, or Letter of No Objection from the Department of Buildings:** The lease or statement by a landlord to lease office space

and Certificate of Occupancy **must** be commercially zoned with appropriate use-group. Must have from the Department of Building stamped or dated no more than two (2) years before the date of this application. If submitting a Letter of No Objection, the letter must state that the Department of Buildings does not object to the operation of a New Livery Base Station from the proposed location. This requirement is for bases located in New York City only.

**Proof of business status, i.e. partnership, sole proprietorship, or corporation:** All businesses must submit proof of filing for authority to use assumed name, if applicable. Partnerships must submit proof of filing with the County Clerk. Corporations must submit proof of filing with the Department of State.

**Zone Rate Schedule Map or Rate of Fare book, whichever is appropriate:** Each base station is required to maintain, on file with the TLC, a listing of current rates of fare. The fare can be structured through zones via maps or can simply be in the form of a rate of fare book with a listing of possible destinations and corresponding fares. Rate of fare books should also include a calculation for determining rates of fare that are not listed in the fare book. If at any time during operation rates of fare are modified, the base station is responsible for immediately notifying TLC by submitted a revised rate of fare book or zone map.

**Copy of resumes of all individuals, partners, officers, principals and stockholders, together with a cover letter demonstrating their ability to manage a base station:** Resumes should be up-to-date and should reflect all relevant work and educational experience. They should also include an applicant's current telephone number. In addition, cover letters must be submitted along with the resumes. A cover letter provides information not covered in the resume and/or highlights areas in the resume that are of the most significance to the applicants' future position within the base station.

**A list of names, license numbers, and addresses of any other base station which are/have been operated by the applicant or its partners, officers, principals and stockholders:** Any prior TLC license information must be disclosed as part of this application. Failure to properly disclose this information will be grounds for **denial** of your base license application.

**Vehicle registration and driver's licenses of the partners, officers, principals and stockholders:** Documents from the New York State Department of Motor Vehicles or the equivalent in another state or residence must be submitted as part of your application.

**Comprehensive Operating Plan:** The Comprehensive Operating Plan must include an assessment to determine the **need** New Livery Base Station in the proposed location and proposed area of business. In addition, you are **required** to submit an analysis of available mass-transportation options including street maps and mass transit schedules. All mass transit options including bus and subway maps/routes **must** be included. Finally you **must** submit the anticipated number of vehicles affiliated, number of vehicles dispatched per day, and if available, the number of calls to be received per day at the proposed base station. This should be provided in spreadsheet or chart format with estimated averages per day for all of the above-mentioned items. Your plan must address the following items:

- Analysis of current mass-transportation options in the area with-in which you plan on conducting business.
- The impact your base station will have on these mass-transit options.
- Any anticipated supplementation to mass-transit service that you intend to offer through your base station.
- A basic plan for operating the base station taking into account anticipated levels of business.
- Explanation of anticipated resources to handle levels of business needed by the community your base station intends to service.

**Environmental Assessment Statement:** All applications must include a completed Environmental Assessment Statement (EAS) of the proposed base station location and proposed off-street parking location, including the 20 impact category technical analysis for both locations. An EAS How-to-Guide with more information on the EAS and instructions on how to complete the EAS, is attached and/or can be obtained from the TLC.

**Proof of compliance with Rule §59B-17(c) (ability to provide wheelchair-accessible service on demand):** As per rule **§59B-17(c)**, every FHV base station is required to provide wheelchair-accessible service to persons with disabilities upon request, at an **equivalent price and service level** as non-wheelchair-accessible transportation.

**\*\*Methods of Compliance:**

- Your base may, solely or in conjunction with other FHV base owners, purchase an accessible vehicle (Vehicle must be checked and approved by TLC).
- Your base may contract with another TLC-licensed New Livery Base Station that provides wheelchair-accessible service upon request. A copy of the current contract must be provided (Vehicle must also be checked and approved by TLC).
- Your base may contract with a TLC-licensed paratransit base for provision of wheelchair-accessible service upon request; the paratransit base must dispatch a TLC-licensed, unmarked paratransit or livery vehicle to provide the service. The vehicle may not include signs that read "Ambulette," "Paratransit" or "Invalid Coach." A copy of the current contract must be provided.

**For more information, and to access a list of accessible vehicle dealers, please go to:**

[http://nyc.gov/html/tlc/html/industry/wheelchair\\_access.shtml](http://nyc.gov/html/tlc/html/industry/wheelchair_access.shtml).

**Proof of “Active” Status with the N.Y. Department of State:** All corporations and business entities are required to attach proof of “ACTIVE” status with the Department of State. To inquire about your status, please go to: <https://www.dos.ny.gov/> and search for your business. If your current entity status is “ACTIVE,” please print out the entity information and attach it to your application. **If your corporation or business is currently “INACTIVE” you must contact the New York State Department of Taxation and Finance, taxpayer Services, Corporate Dissolution Hotline at (800) 327-9688 to become active.**

**Original Surety Bond of \$5,000 for the benefit of the City of New York**

**Application fee of \$1,500 for a (3) three year base license:** 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:** If any outstanding judgment (i.e., unpaid tickets) are discovered, your application will not be processed.