

**INSTRUCTIONS FOR FILING AN APPLICATION
TO RELOCATE A LIVERY BASE STATION**

General Instructions

Please email at: Businessunit@tlc.nyc.gov to schedule an appointment to submit your application and supporting documents. If your base license is suspended, you cannot dispatch vehicles. If you dispatch vehicles while your Base license is suspended you can be issued a summons which could result in the imposition of fines or other penalties, including revocation of your Base license. **Note:** If a vehicle is dispatched from your base while the base license is suspended, the vehicle may be subject to seizure for unlicensed operation and may be subject to fines and penalties. Completed application, required documentation and fees can be submitted in person at: 31-00 47th Avenue, 3rd Floor, Long Island City, NY 11101, between the hours of 8:00 am to 3:30 pm, Monday-Friday. Please visit our website for more information at: www.nyc.gov/tlc or contact our Call Center at 718-391-5501.

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

Section I. Background Information

This basic background information is necessary to process your base station application. Please completely fill this section out taking care to provide us with accurate information. 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** address of the new FHV base station location.
- **E-Mail:** Each FHV 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.
- **Base License Number:** This is your FHV Base License number on file with the TLC.
- **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 see:
<http://wireless.fcc.gov/services/ind&bus/index.html>.

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

Type of Business: There are **three** basic **types** of business.

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 V. Proposed Off-Street Parking Facility – Livery Base only

Please provide the address of the off-street parking facility for the proposed base station. Also, include the number of spaces and the distance in miles between the base station and the off-street parking facility. Misrepresentations of any kind will be grounds for **denial** of your base license application.

Section VII. 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 VIII. Affirmation of Statement of Approval – Livery Base only

Original letters of no objection from City Council Member (CM), Community Board (CB) and Local Police Precinct (PD) AND 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 page 1 & 2 of the application form, affirmation page and a copy of formal lease agreement or contract for the Off-Street Parking (OSP). **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.

Attachment

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

Application to Change Status of a Livery Base: Completely filled-out and signed.

Application fee of \$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: If any outstanding judgment (i.e., unpaid tickets) are discovered, your application will not be processed.

Lease or statement by a landlord to lease office space, and Certificate of Occupancy, or Letter of Permissible Use from the Department of Buildings stamped or dated no more than two years before this application: The lease or statement by a landlord to lease office space and Certificate of Occupancy must be commercially zoned with appropriate use-group. If submitting a Letter of Permissible Use, the letter must state that the Department of Buildings does not object to the operation of a For-Hire Vehicle Base Station from the proposed location. This requirement is for bases located in New York City only.

Proof of available sufficient off-street parking for one-half of the total number of vehicles affiliated with the base station: Off-street parking must be within one and one-half miles from the proposed base station location. Proof may be in the form of a lease which includes parking facilities and the number of spaces leased at that facility by the applicant.

Proposed plan to fully utilize off-street parking: This plan should address the base's intention to avoid congestion in the area of the proposed base station, by successfully utilizing the off-street parking facility when cars are not operating for-hire. Bases must have a plan in place to dispatch vehicles from the off-street parking facility, rather than from an on-street location. Since the facility may not contain sufficient parking for all of the base's vehicles, applicants should address how they will handle situations in which the facility can not handle all of the vehicles waiting on calls. If the base station is located on a major thoroughfare, extra attention should be given to the base's plan for avoiding use of the base station location as a holding area for vehicles waiting on calls.

Comprehensive Operating Plan: The Comprehensive Operating Plan must include an assessment to determine the need for for-hire vehicle service 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.