



COVID-19 ALERT

For health and safety reasons, the Department of Consumer and Worker Protection (DCWP) Licensing Center and NYC Small Business Support Center cannot serve walk-ins, and in-person service is limited and by appointment only.

Given the brief window to apply for the pedicab registration plate lottery, **you must apply online. Visit nyc.gov/BusinessToolbox for details.**

ATTENTION: APPLICANTS FOR PEDICAB REGISTRATION PLATE LOTTERY

The period to apply for the pedicab registration plate lottery begins Monday, November 15, 2021 and ends Tuesday, December 14, 2021. **DCWP must receive your completed Pedicab Registration Plate Lottery Application by 11:59 p.m. on December 14, 2021.**

This packet includes the following:

- Notice published in *The City Record* on November 15, 2021
- Pedicab Registration Plate Lottery Application
(**due by 11:59 p.m. on December 14, 2021**)
- Frequently Asked Questions: Pedicab Registration Plate Lottery Application

Important:

- If you or your family members have the legal limit of 30 registered pedicabs, you cannot apply for the pedicab registration plate lottery.
- You do not need a Pedicab Business license to apply for the pedicab registration plate lottery; however, you must get a Pedicab Business license and your pedicab must pass inspection within **45 days** of receiving an offer to be issued a pedicab registration plate.
- **NEW in 2021:** Winners may receive an offer to apply for more than one pedicab registration plate, **up to a maximum of five** plates. The exact number of plates DCWP may offer to a pedicab business will be based on the number of applicants and the number of available plates.

NOTICE

*Notice of Pedicab Registration Plate Lottery,
published November 15, 2021 in The City Record*

Pursuant to Section 20-251 of the New York City Administrative Code and Section 2-426a of the Rules of the City of New York, the Department of Consumer and Worker Protection (DCWP) has conducted an annual review of pedicab registrations and found that the number of registration plates issued has fallen below 840. As set forth below, DCWP will begin accepting applications for pedicab registration plates to fill any vacancies up to the legal limit of 850.

Application Period:

DCWP will accept applications for pedicab registration plates for 20 business days from the date of publication of this Notice, which is from November 15, 2021 to December 14, 2021. Applications submitted after the Application Period will not be considered.

Application Form Submission Guidelines:

- DCWP will only accept the DCWP-approved Application Form, which is available online at nyc.gov/BusinessToolbox.
- All Application Forms must be completed and submitted by 11:59 p.m. on the 20th business day following the publication of this Notice, which is December 14, 2021.
- Only one Application Form will be accepted from each applicant.
- Application Forms will not be accepted from licensees already assigned the legal limit of 30 registration plates.

Selection Process:

- At the close of the Application Period, DCWP will assign each accepted application a “Priority Number” using a computer-generated random number selection program.
 - If the number of accepted Application Forms exceeds the number of available registration plates, registration plates will be issued in the order of the assigned Priority Numbers.
 - If the number of available registration plates exceeds the number of accepted Application Forms, approved applicants may receive an offer to apply for more than one plate, up to a maximum of five. The exact number of plates DCWP may offer to a pedicab business will be based on the number of applicants and the number of available plates until all registration plates are issued.
- DCWP will notify all eligible applicants, in writing, of the opportunity to apply for a registration plate. Within 45 days of receiving that notice, an applicant must prove that its pedicab complies with all New York City laws and rules governing pedicab registration, including passing a pedicab inspection.
- If an applicant fails to comply with all registration requirements within the allotted time, DCWP’s offer to that applicant becomes void, the applicant is removed from the application pool, and an offer is made to the applicant with the next Priority Number.

Note: A Pedicab Business license is not required to submit an Application Form, but *a valid Pedicab Business license is required before DCWP will issue a registration plate.*

Application Forms may be obtained and submitted:

- Obtain online at: nyc.gov/BusinessToolbox
- Submit online at: pedicabs@dca.nyc.gov



PEDICAB REGISTRATION PLATE LOTTERY APPLICATION

Important: You cannot apply for the pedicab registration plate lottery if you or your family members already have the legal limit of 30 registered pedicabs.

Section 1: Business Information

Business Name (The Business Name that you provide must be exactly as filed with the New York State Secretary of State or County Clerk.)			
OR			
Name of Individual			
Last Name	Suffix (<i>Jr., Sr., Esq.</i>) (<i>optional</i>)	First Name	Middle Name (<i>optional</i>)
Doing-Business-As (DBA)/Trade Name, if applicable (The DBA/Trade Name that you provide must be exactly as filed with the New York State Secretary of State or County Clerk.)			
Business's Legal Structure <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Business/General Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company (LLC), Limited Liability Partnership (LLP), or Limited Partnership (LP) <input type="checkbox"/> Other (specify): _____			
Premises Address or Home Address (<i>Building Number, Street Name, Apartment/Suite/Other</i>)			
City	State	ZIP Code	Borough:
			<input type="checkbox"/> Bronx <input type="checkbox"/> Brooklyn <input type="checkbox"/> Manhattan <input type="checkbox"/> Queens <input type="checkbox"/> Staten Island <input type="checkbox"/> Outside NYC
Country/Region			
Phone 1 (Primary) ()	Phone 2 (Alternate) ()	Fax ()	
Email <i>By providing your email address, you consent to receive communications electronically from the Department of Consumer and Worker Protection (DCWP), and you affirm that the email listed is a reliable form of communication for you.</i>			
DCWP License Number (if applicable)		Current Number of Registered Pedicabs	

Section 2: Business Ownership and Family Disclosure Form

- A) List the name of *all* owners of the business applying for a pedicab registration plate on this application and indicate if each owner has a beneficial interest in any other pedicab business that is licensed by DCWP. Partnerships must list the names of *all* general and limited partners. Corporations must list the names of *all* corporate officers and shareholders. Limited Liability Companies must list the names of *all* members. Attach additional papers as necessary.

Full Name of Pedicab Business Owner	Role in Business Structure (Owner, Shareholder, Officer, etc.)	Does this individual have ownership in a pedicab business other than the business named in Section 1?	If Yes, please provide the name of the pedicab business and its DCWP license number.
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

- B) List the names of the living members of the owner's or owners' immediate family. Attach additional papers as necessary.

Full Name of Pedicab Business Owner's Family Member	Relationship to Pedicab Owner (e.g., spouse, parent, child, sibling, in-law, etc.)	Does the individual have ownership in a pedicab business other than the business named in Section 1?	If Yes, please provide the name of the pedicab business and its DCWP license number.
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Full Name of Pedicab Business Owner's Family Member	Relationship to Pedicab Owner (e.g., spouse, parent, child, sibling, in-law, etc.)	Does the individual have ownership in a pedicab business other than the business named in Section 1?	If Yes, please provide the name of the pedicab business and its DCWP license number.
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 3: Affirmation

I hereby affirm that neither I, nor any other corporate officer, partner, or shareholder of the business listed in Section 1 (if applicable), nor any member of my family or the family of any other corporate officer, partner, or shareholder of the business will have a direct or indirect beneficial interest in more than 30 pedicabs if this request is granted. I understand that falsification of any statements made herein is an offense punishable by a fine or imprisonment or both, and will result in the voiding of this application.

Signature

Print Name

Print Position/Title (if any)

Date

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**Frequently Asked Questions:
*Pedicab Registration Plate Lottery Application***

On Monday, November 15, 2021, the Department of Consumer and Worker Protection (DCWP) published a notice about issuing new pedicab registration plates in *The City Record*.

This sheet includes Frequently Asked Questions about the Pedicab Registration Plate Lottery Application.

Who can apply for the pedicab registration plate lottery?

Anyone can apply for the pedicab registration plate lottery, even applicants who do not have a Pedicab Business license currently.

Exception: You cannot apply for the pedicab registration plate lottery if you or your family members already have the legal limit of 30 registered pedicabs.

Important: **You can apply for the pedicab registration plate lottery on behalf of yourself/your business only.** You cannot:

- Apply if your intention is to transfer a plate to an individual or business that is applying in an effort to improve their chances of getting an offer.
- Ask someone to apply for the intention described above.

How many pedicab registration plates will DCWP offer winners?

New in 2021, winners may receive an offer to apply for *up to five* pedicab registration plates. The exact number of plates DCWP may offer to a pedicab business will be based on the results of the lottery; specifically, the number of approved applicants and the number of available plates.

What is the application period?

The period to apply for the pedicab registration plate lottery is November 15, 2021 through December 14, 2021.

Where can I get the Pedicab Registration Plate Lottery Application?

You can get the Pedicab Registration Plate Lottery Application in the following way only:

- Go to nyc.gov/BusinessToolbox

How can I submit my Pedicab Registration Plate Lottery Application?

You can submit your completed application in the following way only:

- Email pedicabs@dca.nyc.gov

Important:

- **DCWP must receive your completed application by 11:59 p.m. on December 14, 2021.**
- **Submit one application only.** If you submit multiple applications, you will be disqualified.

How will DCWP determine winners (applicants who get an offer to be issued a plate)?

Upon the close of the application period, DCWP will assign each accepted application a priority number based on a computer-generated random number selection program. If the number of accepted applications exceeds the number of available registration plates, DCWP will make offers to issue registration plates to applicants in the order of the priority numbers randomly assigned.

What happens if there are more available pedicab registration plates than applicants for the lottery?

In the event that DCWP does not receive applications for the total amount of pedicab registration plates available for issue, approved applicants may receive an offer to apply for more than one plate, up to a maximum of five. The exact number of plates DCWP may offer to a pedicab business will be based on the number of applicants and the number of available plates until all registration plates are issued.

The following conditions still apply, however:

- Maximum number of plates DCWP may offer is five.
- Applicants and their family members cannot have more than the legal limit of 30 registered pedicabs.

What do I need to do if I get an offer to be issued a pedicab registration plate?

For applicants WITH a Pedicab Business license:

- You must submit the following licensing requirements within 45 days of the date you received DCWP's offer:
 - Roster of Pedicabs
 - Personal and Property Liability Insurance for Pedicabs
 - \$60 fee for additional registration plate(s)
 - \$10 fee per pedicab timer inspection(s)
 - Granting Authority to Act Affirmation (if applicable)

To learn more about these requirements or to download forms, go to nyc.gov/BusinessToolbox

- DCWP will notify you of the inspection date and time for your new pedicab(s). Please keep your appointment.

For applicants WITHOUT a Pedicab Business license:

- You must get a Pedicab Business license, and your pedicab(s) must pass inspection within 45 days of the date you received DCWP's offer. To ensure that DCWP can inspect your pedicab within this time frame, please submit your Pedicab Business license application within 30 days of the date you received DCWP's offer. You can get the [Pedicab Business](#) license application online at nyc.gov/BusinessToolbox.

- The chart below shows the License Fee.

Pedicab Business License Fee	
License Term: 1 year	
License Expiration Date: November 1	
If You File Your Application Between These Dates:	Your License Fee is: (includes one registration plate)
From November 2 to May 2	\$110
From May 3 to November 1	\$55 or *\$165
Additional Registration Plates: \$60 each	
Fee per Timer Inspection: \$10 each	

**If you are applying within six months of the license expiration date, you can pay the prorated fee for the remaining license term plus the full fee to renew the license for the next term. If you pay both fees, you will not need to renew the license until the end of the next license period.*

- Once DCWP approves your license application, DCWP will notify you of the inspection date and time for your new pedicab(s). Please keep your appointment.

DCWP’s offer will become void if you do not comply with all licensing and registration requirements within 45 days of the date you received DCWP’s offer.

How will DCWP notify applicants about whether or not they can be issued a new pedicab registration plate?

DCWP will email all applicants a letter stating either:

1. They are receiving an offer to be issued a pedicab registration plate and confirming next steps.
- OR
2. They were not randomly selected to receive an offer to be issued a pedicab registration plate.

What do I need to know about the pedicab inspection?

DCWP will notify you of the date, time, and designated location for inspection of your new pedicab(s). A registration plate will be issued only to a pedicab that is on-site and that passes inspection during your scheduled appointment.

Be sure to review the [Pedicab Inspection Process](#) and [Inspection Checklist: Pedicab Businesses and Drivers](#) prior to your inspection. Files are available online at nyc.gov/BusinessToolbox.

Important:

- If you do not use a flatbed or other mode of transportation to deliver a pedicab to the inspection site, you must ensure that the individual who drives a pedicab to the inspection site has a Pedicab Driver license.
- If you fail to appear with your pedicab(s) at the scheduled appointment time, you will be charged a \$55 fee and notified how to make payment. **You must pay the fee before a new inspection will be scheduled. You must also submit a [Pedicab Reinspection Form](#), which is available**

at nyc.gov/BusinessToolbox. Once payment is made, DCWP will contact you to reschedule inspection of your pedicab(s).

- If your pedicab(s) fails inspection, you will be charged a \$55 fee and notified how to make payment. **You must pay the fee *before* a reinspection will be scheduled. You must also submit a [Pedicab Reinspection Form](#) and a copy of the Certificate of Inspection (received at the inspection site) for the pedicab(s) listed on the Certificate and the inspection fee.** Once payment is made, DCWP will contact you to schedule reinspection of your pedicab(s).

Can I transfer a pedicab registration plate to someone else after getting an offer and completing all of the requirements?

No.

Reminder: You cannot participate in the lottery if you are acting on someone else's behalf in order to increase their chances for an offer and to benefit them with the transfer of a pedicab registration plate.

If I don't receive an offer to be issued a pedicab registration plate in 2021, will there be other opportunities to apply for one?

By law, the City can only issue new pedicab registration plates when the number of registered pedicabs falls below 840. Each year, DCWP will conduct a review to determine how many plates are available to be issued. Based on the findings of the review, DCWP will publish a notice in *The City Record* confirming that plates are available and the process to apply for the pedicab registration plate lottery. DCWP will post this information on nyc.gov/dcwp, as well.

What if I have additional questions?

For additional information, go to nyc.gov/dcwp or email pedicabs@dca.nyc.gov.

Updated 11/09/2021