



Instructions for Filing an Application to Purchase New or Renew a Livery, Paratransit and Commuter Van Street Hail Livery (SHL) Base Endorsement

General Instructions

Please visit our website at: www.nyc.gov/tlcappointment to schedule an appointment to submit your application and supporting documents. For more information, please visit our website at: www.nyc.gov/tlc. 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 and 3:30 pm, Monday-Friday with an appointment. Renewals may also be submitted by mail, but please be advised that if the application is found incomplete it will be returned and your payment will not be processed. You must complete the application in its entirety and submit all necessary requirements as noted on the appropriate checklist. **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.

New applications are valid for ninety (90) days from Commission's approval of the application.

Renewal applications must be submitted sixty (60) days before expiration date. To get your renewal license on time you need to complete all license requirements at least sixty (60) days before your license expires. If you don't, you may not receive your new license before the old one expires.

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 Street Hail Livery Endorsement:** Fee of \$3000 for a three (3) year Street Hail Livery Base Endorsement.
- **Renew a Street Hail Livery Base Endorsement:** Renewal fee of \$3,000 for three (3) years. To get your renewal license on time you need to complete all license requirements at least sixty (60) days your license expires. If you don't, you may not receive your new license before the old one expires.
- **Pro-rated Term:** An additional pro-rated license fee will be charged at the time the SHL Base Endorsement application is filed. This is being done so that your existing Base license will expire on the same date that the Street Hail Livery Base Endorsement expires.

For example: The underlying Base license expires on 6/30/14. A Street Hail Livery Endorsement for Base is issued to the Base on 6/30/12 and will expire on 6/30/15. The underlying Base license will be extended for one year and an additional one (1) year license fee of \$500 will be charged. The underlying Base license and the Street Hail Livery Endorsement for Base will both expire on 6/30/15.

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 Street Hail Livery Endorsement 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 Street Hail Livery Endorsement for a Base.
- **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 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 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.

***Please **check** the business type applicable to your new SHL 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.

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 II. Affirmation

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

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.

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| Additional Requirements |
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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)

LIVERY ONLY:

Off-Street Parking (OSP) Information

A Base with an SHL Endorsement must continue to have half the number of spaces for every vehicle affiliated to it that is NOT affiliated with an SHL Permit. Vehicles attached to an SHL Permit are not counted towards your OSP requirements. Please refer to the OSP requirements sheet and the SHL Rules for proper compliance.

For example: If you have 100 vehicles affiliated with your Base and 30 are attached to an SHL Permit you will need to maintain an OSP requirement for 35 vehicles, half of the remaining vehicles. (100 – 30 SHL = 70 vehicles. An OSP requirement for half, 35 vehicles, is required)

Rate Schedule

Please provide a copy of your most current rate schedule. Please note that if the rates of fare for a vehicle that operates as both a Street Hail Livery and a Dispatch Vehicle are different than your standard rates of fare then a complete rate schedule with the differences noted is required.

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

Please Note: Additional SHL Base Endorsement Surety Bond of \$5000 is required.