Taxi & Limousine Commission

LIVERY BASE STATION RELOCATION CHECKLIST

Please email at: Businessunit@tlc.nyc.gov to schedule an appointment to submit your application and supporting documents. 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. Please ensure all of following items are submitted together. Please be advised that if your relocation application is not complete upon submission, it will not be accepted. If you need further clarification on the below items, please refer to the "Instructions for Filing an Application to Relocate a FHV Base Station'.

Application to Change Status of a Livery Base – Completely filled out and signed.	☐
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)	☐
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**.	☐
Lease or statement by a landlord to lease office space with a start and expiration date. Lessor's and Lessee's printed name and signature. Contact information must be signed by both parties.	☐
Proof of "Active" Status with the N.Y. Department of State - You may verify your status via the NYS Department of State website at: http://www.dos.state.ny.us/. Please attach a copy of the on screen print-out.	☐
A completed Environmental Assessment Statement (EAS) - An EAS instruction guide can be downloaded from the TLC's website at: www.nyc.gov/tlc.	☐
Statements and business records - To disclose all individuals, partners, managers, officers, principals, and stockholders. Please ensure that the # of shares per person is indicated. You may bring in a current affirmed minutes of the meeting.	☐
Certificate of Occupancy, or Letter of No Objection - From the Department of Buildings (stamped or dated no more than two years before the date of this application) for the Base Station location for your proposed new location.	☐
If you are also requesting to move your off-street parking location, you must provide proof of available sufficient off-street parking for one-half of the total number of vehicles affiliated with the base station - The lease or contract must include the # of spaces being leased, the start and expiration date of the lease / contract, contact's information (telephone #) and must be signed by the provider of parking (if not owned by base). The maximum distance between the base station and the off-street parking is 1.5 miles.	☐
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 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. CM ☐ CB ☐ PD ☐	☐
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)	☐