

Inc. Village of New Hyde Park

TOW CAR OWNER/OPERATOR PERMIT

GENERAL INFORMATION

Additional Information is on REVERSE side of this page

Authority Village Code Chapter 181

FEES: Tow Car Owner/Operator with one (1) Vehicle	\$75.00
Tow Car Additional Vehicles	\$50.00
Sticker for each Vehicle New/Replace/Substitute	\$25.00

Issuance of a receipt for the payment of these fees does not constitute a temporary license. It is a receipt for payment of fees only.

1. Fee **MUST** be paid at time application is filed.
2. All fees are non-refundable
3. All blanks on the application are to be filled in. if an item is 'not applicable' note as N/A. Leave no blanks. ***PLEASE PRINT***
4. All applications are subject to Village Board approval. Certain applications are issued at the discretion of the Village Clerk pending Board approval.
5. No license or permit will be issued if the applicant, business, or a principle of the corporation submitting the application has any outstanding unpaid violations due the Village.
6. **The permit issued by the Village Clerk must be prominently displayed and readily available for review by any Village designated authority or The Nassau County Police Department.**
7. **All permits are issued on an annual basis and expire January 31st of each year. There is a ten (10) day grace period. If permits are not renewed timely you may be subject to a \$100.00 late filing fee.**
8. **Owner must submit a copy of their approved license from the town where their business is located. Town of Hempstead/Town of North Hempstead.**

THE INFORMATION LISTED ON THE REVERSE SIDE OF THIS FORM IS REQUIRED TO BE SUBMITTED WITH THE APPLICATION. ANY MISSING INFORMATION WILL DELAY THE APPLICATION PROCESS.

Continue on the other side

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1. The name and address of the applicant specifying:
 - A. In case of sole proprietorship, name, address of said proprietor.
 - B. In case of unincorporated association or partnership, the name and address of each member of each partner.
 - C. In case of corporation, name and address of each office and director of the corporation and copy of filing receipt and Certificate of Incorporation for the Corporate Enterprise.
2. If applicant operates under a trade name or as a partnership or both, a copy of the trade name certificate or partnership agreement duly certified.
3. The type and duration of actual experience in the operation of a Tow Car Co.
4. The number of Tow Cars to be operated, with a copy of current registration and Certificate of Insurance, which states make, model, year, body type, weight and capacity.
5. The office location proposed to be used by the applicant and the location of storage of the licensed tow cars providing a copy of the current lease or statement of ownership of property in name of applicant or company permit is being applied for.
6. The name, address and telephone number of where the applicant or person in charge may be contacted 24 hours a day.
7. The hours and days of the week during which the applicant's collection vehicles will operate within the Village.
8. Lists of all drivers and vehicles to be submitted with application on forms provided by the Village Clerk.
9. Copy of the current rate and fee structure to be charged. A copy of which must be prominently displayed on both sides of each vehicle licensed.
10. Each vehicle in addition to having the fee structure posted must provide a device in a prominent place for the display of the drivers permit.
11. The name, address and phone number of the Tow Car Owner/Operator must be conspicuously displayed on both sides of the tow car.
12. The Village Clerk **MUST** be notified of any change in the operating status of the applicant specifically if there is a change of address, addition of vehicles or change of insurance carrier. Failure to do so will be cause for suspension or revocation of the operating permit.
13. Evidence that the applicant/company has Commercial General Liability Insurance in the amount of \$1,000,000.00 per occurrence; \$2,000,000.00. General Aggregate and Automobile Liability in the amount of \$1,000,000.00, including the Inc. Village of New Hyde Park as an additional insured and statutory Workers Compensation and NYS Disability Coverage, by copy of Certificate of Insurance. (Garage Liability Insurance in the amount of \$1,000,000.00 each accident, including the Inc. Village of New Hyde Park may be used if applicable.)
14. All approved applicants will have their name placed on the Nassau County Police call a day to respond to emergency calls regarding motor vehicles must be equipped to properly store and safeguard the towed vehicles.
15. SOLICITATION OF WORK IS STRICTLY PROHIBITED.

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**TOW CAR OWNER
OPERATOR PERMIT APPLICATION**

DATE: _____ NEW ISSUE or RENEWAL: _____

APPLICANT NAME: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE: _____ 24 HOUR CONTACT NUMBER: _____

CELL NUMBER: _____ E-MAIL: _____

RELATIONSHIP OF APPLICANT TO BUSINESS: _____

LENGTH OF TIME AND DURATION OF EXPERIENCE IN THE TOW CAR BUSINESS: _____

NUMBER OF VEHICLES: _____ AND DRIVERS _____

COMPLETE ATTACHED LISTS OF VEHICLES AND DRIVERS:

Must provide a copy of registration and insurance card for each vehicles.

EACH DRIVER MUST BE LICENSED WITH THE VILLAGE

TERMINAL LOCATION FOR STORAGE OF VEHICLES: _____

DAYS AND HOURS OF OPERATION: _____

IF A CORPORATION, NAME AND ADDRESS OF PRINCIPLE OFFICERS:

DATE OF INCORPORATION: _____

PRESIDENT: _____ ADDRESS: _____

VICE PRESIDENT: _____ ADDRESS: _____

SECRETARY: _____ ADDRESS: _____

TREASURER: _____ ADDRESS: _____

SIGNATURE OF APPLICANT: _____

Signature of applicant attests to agreement with terms and conditions of this application.

OFFICE USE ONLY

Violation File Checked: _____ Documentation Required Received: _____ Fee Paid: _____

Date Board Approved: _____ Permit #: _____ Date Issued: _____

