



**STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION**



**BUREAU OF PUBLIC TRANSPORTATION
2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546**

APPLICATION NO. _____

**LIVERY – APPLICATION FOR AUTHORITY TO TRANSFER HEADQUARTERS OR TO ADD
ADDITIONAL HEADQUARTERS**

Please type or print. This application must be accompanied by a fee of **TWO HUNDRED DOLLARS (\$200.00)** in cash, check or money order payable to “Treasurer, State of Connecticut”. Do not mail cash. The application fee is non-refundable. If additional space is required for any item, please attach separate sheet. Please ensure that all applicable sections are completed as failure to do so may result in delayed processing or a returned application. Please submit this information to the following address:

CONNECTICUT DEPARTMENT OF TRANSPORTATION
Regulatory and Compliance Unit
2800 Berlin Turnpike, P.O. Box 317546
Newington, CT 06131-7546

Section 1.

1. APPLICANT: _____

TRADE NAME (if applicable): _____

MAILING ADDRESS: _____

CITY/STATE/ZIP CODE: _____

APPLICANT’S TELEPHONE NUMBER (include area code): _____

PHYSICAL ADDRESS (if different): _____

2. The applicant seeks to:
 Transfer headquarters from _____ to _____

Add additional headquarters in _____

3. Is the applicant represented by an attorney?

Yes (please provide name, address, and telephone number).

Name of Attorney: _____

Address of Attorney: _____

Telephone Number (include area code): _____

No

4. The applicant is holder of Livery Permit No. _____ and is currently authorized to operate _____ vehicles from a headquarters in _____
(# of vehicles)

_____.

5. Please provide the basis for requesting a change in headquarter location or the need for the additional headquarters of the above-noted permit holder. (Please use additional sheets if necessary.)

SECTION II

Financial Checklist

Please complete the following balance sheet by providing the following requested information concerning start-up costs of the proposed business to indicate the current financial position of the applicant. The balance sheet must have been prepared within the last six months. If you have additional assets and liabilities, please list on a separate piece of paper and include with application.

1. REAL ESTATE – If the business will own real estate, please provide the purchase price, amount of the down payment, number, and amount of mortgage payments.
2. OFFICE SPACE – If the business will rent or lease an office, please provide the monthly cost.
3. MOTOR VEHICLES – If the applicant will own motor vehicles, please provide the purchase price, amount of down payment, and the number and amount of payments. If vehicles will be rented or leased, please provide the number and amount of payments. For used vehicles, provide printout from NADA or Kelly Blue Book for market value.
4. EQUIPMENT – If the business will require any specialized equipment please provide an explanation of the type and cost of the equipment and the proposed method of payment.
5. INSURANCE – Please provide the cost and coverage of liability and bodily injury insurance to operate the proposed vehicles. Also, the cost of workmen's compensation and any other policies which may be required. Include an explanation of how you intend to pay for the insurance.
6. PAYROLL – Please provide the estimated monthly payroll of the employees of the business.
7. PURCHASE PRICE – If you are buying an existing business, please provide the purchase price and proposed method of financing.
8. OTHER EXPENSES – Please provide the type and cost of any additional start-up expenses of which you are aware, and an explanation of how you intend to pay for them.
9. LOANS/NOTES PAYABLE – Provide the amount of principal, interest rate, number and amount of payments of any loans or notes made to the business.
10. CASH – Provide an explanation of all cash funds available to the proposed business. Attach a copy of the bank book, checking account statement, certificate of deposit, bank reconciliation, etc., showing name and balance including dispersed funds.
11. CASH ON HAND – Attach a notarized affidavit explaining the source of any cash not held in a bank.
12. OTHER FUNDS – Attach relevant documents and notarized statement explaining the source of any other funds.
13. OPERATING REVENUES – Please provide an estimate of the monthly operating revenues expected from the proposed business during the first six months. Include a statement which will show the calculation of the revenues.
14. Provide an estimate of gas, property taxes, repairs and maintenance on the vehicles for a period of time.

FISCAL ANALYSIS BALANCE SHEET

Application No. _____

Balance Sheet Date (as of): _____

ASSETS

CASH	
ACCOUNTS RECEIVABLES	
MATERIALS AND SUPPLIES	
MOTOR VEHICLES	
REAL ESTATE	
OTHER ASSETS* (describe below)	
TOTAL ASSETS	

LIABILITIES & CAPITAL

ACCOUNTS PAYABLE	
NOTES PAYABLE	
OTHER LIABILITIES* (describe below)	
TOTAL LIABILITIES	
INDIVIDUAL OR PARTNER CAPITAL ACCOUNT	
CAPITAL STOCK	
ADDITIONAL PAID IN CAPITAL	
RETAINED EARNINGS	
TOTAL CAPITAL	
TOTAL LIABILITIES AND CAPITAL	

**TO BE EXECUTED BY SOLE PROPRIETOR, AUTHORIZED PARTNER, AUTHORIZED OFFICER
OF CORPORATION, OR AUTHORIZED MEMBER OF LIMITED LIABILITY COMPANY**

I hereby certify that I have read and I am familiar with Connecticut State Statutes Sections 13b-101 through 13b-110 and Regulations of Connecticut State Agencies Sections 16-325-1 through 16-325-26.

State of Connecticut

County of _____

I (We), the undersigned:

APPLICANT

(PRINT – NAME)

(SIGNATURE)

(TELEPHONE)

Under oath, say that the foregoing application has been prepared by me, or under my direction, that I have carefully examined the same, and I declare the same to be correct to the best of my knowledge, information, and belief under the penalties of perjury.

Subscribed and sworn to before me on this _____ day of _____, _____.
(DAY) (MONTH) (YEAR)

Notary Public/Commissioner of Superior Court

Applicant's Signature

Applicant's Title

(Required by Applicant)

Use appropriate language for transfer of headquarters or the addition of headquarters.

LEGAL NOTICE
TRANSFER OF OR ADDITIONAL LIVERY HEADQUARTERS

Pursuant to the Regulations of the Department of Transportation, Section 16-325-2 through 16-325-4 inclusive, _____, holder of Livery Permit No. _____, has made an application to the Department of Transportation for (a transfer of headquarters from the town of _____, Connecticut to the town of _____, Connecticut.) (additional headquarters to be located in the town of _____, Connecticut.)

The Permit holder is authorized to operate _____ motor vehicles in livery service.

Comments on this application should be sent to:

Department of Transportation
Regulatory and Compliance Unit (Applications)
2800 Berlin Turnpike
P.O. Box 317546
Newington, CT 06131-7548

The Department and the Permit holder must receive all comments within thirty (30) days from the date of this notice.

APPLICATION CHECK SHEET

PLEASE ENCLOSE THE FOLLOWING TO ENSURE THAT YOUR APPLICATION IS COMPLETE. FAILURE TO DO SO MAY RESULT IN DELAYED PROCESSING OR A RETURNED APPLICATION.

- APPLICATION FEE - \$200.00 cash, check, or money order payable to "Treasurer, State of Connecticut".
- NAME OF ATTORNEY OR AUTHORIZED REPRESENTATIVE, IF ANY.
- APPLICATION MUST PLACE LEGAL NOTICE IN NEWSPAPER WITH CIRCULATION IN THE TOWN TO WHICH THE APPLICANT SEEKS TO TRANSFER ITS HEADQUARTERS (SAMPLE NOTICE ATTACHED).
- APPLICANT MUST NOTIFY ALL OPERATORS IN THE TOWN REQUESTED AND CONTIGUOUS TOWNS BY CERTIFIED MAIL OF REQUEST TO TRANSFER HEADQUARTERS.
- APPLICATION MUST RETURN THE FOLLOWING TO THE DEPARTMENT FOR A COMPLETE APPLICATION:
 - THE FULL NEWSPAPER PAGE ON WHICH THE LEGAL NOTICE IS PRINTED.
 - THE CERTIFIED MAIL RECEIPTS FROM THE POST OFFICE FOR ALL OPERATORS WITHIN THE TOWN REQUESTED AND CONTIGUOUS TOWNS.
- LATEST AVAILABLE FINANCIAL STATEMENT (DATED WITHIN ONE MONTH OF THE DATE OF THE APPLICATION).
- CURRENT CONNECTICUT CRIMINAL CONVICTION HISTORY REPORT ON ALL PERSONS, SOLE PROPRIETOR OR PARTNERS OF PARTNERSHIP.
- SIGNATURES AND TELEPHONE NUMBERS.
- APPLICATION NOTARIZED.