

CHARTER PARTY CARRIER
NON-EXCLUSIVE LICENSE AGREEMENT**Application Instructions**

These instructions will guide you to apply online for a Non-Exclusive License Agreement (NELA) for Charter Party Carrier Transportation Services to and from LAX. Once all documents are properly submitted at <http://lax.to/Permits>, the Permit process will take **100 days** to complete.

REQUIRED DOCUMENTS

Before beginning your application online, you should have all the following documents available to upload in digital format (pdf, jpg or picture). The legal business name, operating name and address must be consistent on ALL documents submitted (The only exception may be the address of the Articles of Incorporation.)

 1. Corporate Documentation, if applicable

A Corporation, Limited Liability Company or Limited Partnership must be registered and have an approved status with the California Secretary of State. A Statement of Information must accompany all members who are either a Corporation or an LLC. The documents **MUST** have the seal stamped to verify they are approved and on file with the California Secretary of State.

- Articles of Incorporation/Organization**
- Copy of Statement of Information** (Names must exactly match the CPUC listing)
- Partnership Agreement**
- Copy of Certificate of Registration** (Companies Incorporated outside of California)

A sole proprietor does not require corporate documents if using just the person's legal name.

 2. Fictitious Business Name Statement (FBNS), if applicable

Entities operating under a name other than the legal name (i.e. "doing business as (DBA)", must provide a copy of the valid Fictitious Business Name Statement stamped as filed with the **Los Angeles** County Clerk. The Statement is valid for 5 years from the date of filing. Filings from other counties are not accepted. <https://lavote.net/home/county-clerk/fictitious-business-names/general-info>

 3. California Public Utilities Commission (CPUC) Certificate

Provide a current copy of CPUC certificate for Charter Party operations. It must have **Active** status. Status can be verified at <https://tcpportal.cpuc.ca.gov/TCP/s/>.

 4. City of Los Angeles Business Tax Registration Certificate (BTRC)

Provide a copy of the company's current BTRC issued by the City of Los Angeles Office of Finance, Tax and Permit Division. The BTRC must list *L194-Transporting Persons for Hire*. and have **Active** status. If the Office of Finance determines an exemption, you must provide a copy of the current exemption letter.

To obtain one, apply online at <https://latax.lacity.org> select On-line Services Business Registration or email the completed online "BTRC Application (New Businesses)" form to the Office of Finance at Finance.CustomerService@lacity.org

 5. Vehicle Registration

Provide a current copy of DMV commercial registration for each vehicle. All vehicles must be registered in the company name; no private vehicles are permitted (unless the company is a sole proprietor).

STEP 1: ONLINE APPLICATION

ESTIMATE TIME: 1 DAY

Once you have all the documents above ready in digital format (pdf, jpg, or picture), you are ready to go to the online application portal at <http://lax.to/Permits>. The process may take 15 minutes or more to complete.

Follow the step-by-step instructions in the online application portal to:

1. Enter your company contact information,
2. Upload the required documents,
3. List the vehicle(s) to be permitted
4. Electronically sign the application
5. Submit the non-refundable \$150.00 application fee
6. To Submit the application, click the submit button

Submit

STEP 2: LAWA REVIEW

ESTIMATE TIME: 21 DAYS

LAWA Ground Transportation Services (GTS) and Office of the City Attorney staff will review your completed online application and documents. If there are any corrections needed, a notice will be emailed from *SmartIQ*. Please check spam/junk mail for notifications.

STEP 3: NELA/CONTRACT EXECUTION

ESTIMATE TIME: 14 DAYS

Upon LAWA approval of the application, a Non-Exclusive License Agreement (NELA) specific to the applicant will be prepared and sent electronically for two digital signatures based on the information provided in your application. You will receive an email from *DocuSign* to review and sign the NELA.

- Sole Proprietor requires one signature
- All other types of entities require two separate signatures

Once the applicant has signed, it is routed for LAWA signatures. Upon completion of all signatures, the applicant will receive an email from *DocuSign* with the completed documents.

STEP 4: LAWA Insurance Requirements

ESTIMATE TIME: 45 DAYS

An email will be sent from LAWA Risk Management with instructions and a PIN code for you to provide insurance documents through the online portal of PinsAdvantage. Documentation to the Ground Transportation Office is not accepted.

Insurance must be approved by LAWA's Insurance Compliance Office. Each organization is required to procure at its expense, and keep in effect at all times during the term of the NELA, the types and amounts of insurance specified in Exhibit A of the NELA. Requirements are generally consistent with the requirements of the CPUC.

STEP 5: NEW COMPANY ORIENTATION (NCO) AND ON-BOARDING

ESTIMATE TIME: 14 DAYS

After you receive an email from Risk Management that your insurance documents are approved by LAWA, you will receive a New Company Instruction email. This email will include a link to the complete online New Company Orientation and submit vehicles to be registered to operate at LAX.

- a) The online New Company Orientation will review the requirements to operate at LAX including the LAX Ground Transportation Rules and Regulations <http://lax.to/gtrules>. You must successfully complete the training test to move to the next step.
- b) Vehicles submitted for operation at LAX, must be on your CPUC account and on the insurance vehicle schedule submitted to and approved by LAWA.

STEP 6: VEHICLE INSPECTION, ISSUANCE OF TRANSPONDER AND DECAL PERMIT

ESTIMATE TIME: 7 DAYS

Upon successful completion of Steps 1 through 5, you will receive an appointment to bring in each vehicle for an inspection. Each vehicle will be issued the vehicle transponder and permit decal. An appointment is required – no walk ins. Payment of the Vehicle Transponder Rental/User Fee of \$50.00 is required for each transponder prior to finalizing the appointment date and time.

CHARTER PARTY CARRIER NON-EXCLUSIVE LICENSE AGREEMENT (NELA) APPLICATION PROCESS FLOWCHART

