

CHARTER PARTY CARRIER NON-EXCLUSIVE LICENSE AGREEMENT

Application Checklist & Instructions

This checklist and 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 may take up to **90 days** to complete.

STEP 1: DOCUMENTS

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

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 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 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

For entities operating under a name other than the legal name (i.e. "doing business as (DBA)", provide a copy of the 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 copy of current CPUC certificate for Charter Party operations. It must have **Active** status. Status can be verified at <https://tcportal.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.

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 copy of current DMV commercial registration for each vehicle. All vehicles must be registered in the company name; no private vehicles are permitted. A copy of CPUC Acknowledgement of Vehicle Added Letter and DMV Temporary Operating Permit may be submitted pending receipt of license plate and valid DMV Commercial Registration.

STEP 2: ONLINE APPLICATION

Once you have all the documents above ready in digital format (pdf, jpg, or picture), you are ready to go the online application portal at <http://lax.to/Permits>. The process may take 10 minutes or more to complete.

Follow the instructions 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

After completing these steps, click

Submit

STEP 3: LAWA REVIEW

- a. LAWA Ground Transportation Services (GTS)
GTS 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.
- b. LAWA Risk Management/Insurance Requirements
After GTS completes its review, an email will be sent from LAWA Risk Management with instructions for your insurance agent 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 4: NELA/CONTRACT EXECUTION

Upon LAWA approval of the application, a Non-Exclusive License Agreement (NELA) specific to the applicant will be prepared and sent electronically for digital signatures. 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 and LAWA has also signed, the applicant will receive an email from *DocuSign* that the document has been completed.

STEP 5: NEW COMPANY ORIENTATION (NCO)

After the NELA is fully executed, within two weeks, you will receive an email link to the online New Company Orientation. This session 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.

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

After NCO, you will receive an appointment to bring in each vehicle for an inspection and issuance of 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.

For questions, submit an online request at <http://lax.to/gtservicerequest>.