

GREATER ORLANDO AVIATION AUTHORITY
ORLANDO INTERNATIONAL AIRPORT
NON CONCESSIONAIRE COMMERCIAL VEHICLE
PERMIT APPLICATION
OCTOBER 01, 2018 – SEPTEMBER 30, 2020

Renewal Application

DUE BY: JULY 13th, 2018

Please read all of the items listed below. **APPLICATION FEE IS \$100**
Follow all instructions (**Please Print**) and provide all documents or information requested.

New Permit Application

Renewal Permit Application

Permitted by the City of Orlando as "LIVERY Vehicle" Yes No

1. **COMPANY INFORMATION DATA:**

Legal Name of Company: _____

d.b.a. Name (If applicable): _____

TAX ID number: _____ - _____

Business Address: _____

(Must be "Physical")

Business Address, _____

NO P.O. BOX

Is Mailing/Billing Address same as above: Yes **or** No

If No, Please Indicate the **Mailing/Billing Address:**

Owner's or **Registered Agent**(President/Vice President etc): _____

List Other Owners, Officers, Partners: _____

Manager's Name: _____

Business Telephone: _____ Cell Phone: _____

FAX# _____

Email-Address: _____

Note: The Permit Holder shall be responsible for providing immediate written notice to the Authority for any and all company and vehicle changes (Section 3 of the GTR&R). The written notice shall be delivered by certified mail or hand delivered to the Airport Operations - Ground Transportation Services Office with a receipt tendered.

2. **APPLICATION FEE:** For new or renewal Permit, or for any ownership change of an existing Permit, there will be a non-refundable Application fee in the amount of \$100.00. Make checks payable to the "Greater Orlando Aviation Authority". The Renewal Application fee will be **invoiced and mailed** to you for payment.
3. **VEHICLE INFORMATION:**
- A. Provide the information requested on the attached "**Vehicle Schedule**" form for each vehicle for which you desire a permit and transponder if applicable. See the Ground Transportation Rules and Regulations (GTR&R) for definition of "Class 1, 2, and 3" vehicle (Section 2 of the GTR&R). Complete additional forms, as required.
Information must also be in writing each time a vehicle is added or deleted from the fleet;
- B. Provide (deliver, fax or mail) a copy of the current vehicle registration for EACH VEHICLE listed on your attached vehicle schedule sheet;
- C. Vehicle **MUST** be registered under the company name; or
- D. **If** vehicle is leased, attach a copy of the leasing agreement (contract and **notarized document required**) for each leased vehicle including the term of the lease;
- E. Permit Holder must provide evidence that the vehicle is registered with the City of Orlando Vehicle for Hire Office, if applicable.
- F. Manufacturer's specification document showing vehicle length and height.
4. **INSURANCE:** Provide a copy of the **Certificate of Insurance** covering every vehicle described in your vehicle schedule list that meets the following requirements (Section 4 of the GTR&R):
- A. Unless "Any Auto" is specified, a schedule (year, make, entire VIN) of each vehicle covered by the policy must accompany the certificate of insurance;
- B. The minimum coverage for each vehicle equipped to carry six (6) or fewer Passengers, including the driver, shall be \$125,000/\$250,000/\$50,000;
- C. The minimum coverage for each Commercial Vehicle equipped to carry seven (7) or more Passengers, including the Driver, shall be the sum of One Million Dollars (\$1,000,000.00) combined single limit.
- D. The Company name, as listed above, must be stated on the Certificate of Insurance, as well as, the policy number;
- E. The **Greater Orlando Aviation Authority and City of Orlando** **MUST** be listed as additionally insured on the Certificate of Insurance;
- F. Each insurance policy shall provide that it may not be canceled until the expiration of thirty (30) days after notice of its intended cancellation has been given in writing to the Authority by registered mail or personal delivery.
5. **GOOD STANDING:** If the Permit Holder is a Corporation or Limited Partnership, the Authority will verify a certificate evidencing that the Permit Holder is either a Florida Corporation or limited partnership in good standing in the State of Florida or is a foreign corporation or Limited Partnership authorized to transact business in the State of Florida.
6. **FICTITIOUS NAME:** If the Permit Holder (including **a sole proprietorship**) operates under a Fictitious name, the Authority will verify the Permit Holder's Fictitious name registration with the State of Florida.

7. **SECURITY DEPOSIT:** The Permit Holder must be in full compliance with the security deposit required by the Ground Transportation Rules and Regulations. In the event of the sale or transfer of a company who is a Permit Holder, the exact security deposit amount on file with the Greater Orlando Aviation Authority must be listed in the contract for such sale or ownership transfer and will include legal verbiage that specifies the person(s) or company that will retain ownership of the security deposit. Further, the new Permit Holder or company owner(s) must provide the security deposit specified in the Authority's Ground Transportation Rules and Regulations to the Greater Orlando Aviation Authority prior to being authorized to operate as a valid Permit Holder.
8. **ACCESS CONTROL MEDIA:** Any Access Control Media (permit decals, GOAA transponders, etc.) issued by the Authority remains the property of the Authority, and is subject to confiscation in accordance with established procedures. If a Permit Holder reduces a vehicle in its fleet, or forfeits its Permit with the Authority, all Permit Decals and Electronic Control Devices shall be returned to the Authority. There will be a non-refundable administrative fee of for each transponder/barcode issued. **If a Permit Holder loses or fails to return the Permit Decal and GOAA Electronic Control Device of a Vehicle as directed by the Authority, the Permit Holder shall pay a non-refundable fine of \$50.00 for each Permit Decal and \$50.00 for each GOAA Electronic Control Device which was not returned.**
9. **AFFIXING PERMIT DECALS:** Permit decals issued pursuant to this application are to be affixed to vehicles on the inside lower corner of the windshield on the driver's side. Transponder to be affixed to windshield. Transponders should be applied to the front windshield of the permitted vehicle. **Permit decals and transponder are assigned to a specific vehicle and are non-transferable (Section 3 of the GTR&R). Contact the Permit Office for additional or replacement permit decals or transponder.**
10. **IDENTIFICATION OF PERMIT HOLDER ON VEHICLE:** All vehicles must display identification of the name or the fictitious name registered with the State of Florida of the Permit Holder on the exterior side of the vehicle or on the front license plate of the commercial vehicle (Section 6 of the GTR&R). In the case of a Vehicle displaying the name of another Operator or Permit Holder that contracted transportation services from the Permit Holder, the name, or the fictitious name registered with the State of Florida, of the Permit Holder of the Vehicle providing transportation must be displayed on the Vehicle dashboard, adjacent to the Permit Decal, and must be visible from outside the Vehicle.
11. **PAYMENT OF FEES:** No Permit Holder may operate at the Airport unless the Permit Holder has timely paid all applicable fees. A service fee will be charged for non sufficient fund checks. Failure to fulfill financial obligations will result in immediate suspension of the Permit Holder's operating privileges, and the Permit Holder will be required to pay a non-refundable reinstatement fee of \$100.00 in addition to any and all other late fees and penalties due by the Permit Holder (Section 8 and 9 of the GTR&R).
12. **The mailing address for our Permit Office is:**

Greater Orlando Aviation Authority;
Ground Transportation Services/Permit Office
5855 Cargo Road
Orlando, FL 32827-4399

NOTE: Failure to complete the renewal permit process prior to the renewal due date of July 13, 2018 will result in a non-refundable late renewal fee of \$50.00.

Complete the attached "Statement of Receipt, Acknowledgement and Understanding of the Ground Transportation Rules & Regulations" (Section 1 of GTR&R).

The above named company, its representatives and employees agree to operate within the guidelines of the Ground Transportation Rules and Regulations at Orlando International Airport, Orlando, Florida, as established and adopted by the Greater Orlando Aviation Authority Board on June 18, 1986 or as thereafter amended. As the authorized representative of the permitted ground transportation company listed below, I acknowledge that I have a responsibility to obtain the latest version of the Ground Transportation Rules and Regulations at Orlando International Airport. I certify that I have received a copy of the above referenced Ground Transportation Rules and Regulations and I understand it is the Permit Holder's responsibility to inform all current and future employees of these Rules and Regulations. I certify that I and all current and future employees, representatives and agents will review and become familiar with these Rules and Regulations. Furthermore, as the authorized representative, I acknowledge that the below listed ground transportation company (the Permit Holder) is responsible for the actions its drivers, employees, affiliates or any other person providing or attempting to provide ground transportation service.

I understand any violations of the Ground Transportation Rules and Regulations, or the contractual obligations contained in the agreement, may result in financial penalties and/or in the suspension and/or revocation of my company's operating privileges at Orlando International Airport.

Further, I understand it is my obligation to pay all fees, late fees, financial penalties, interest and security deposit requirements as required in the GTR&R. I acknowledge failure to fulfill financial obligations will result in the suspension of operating privileges for my company. (Section 8 and 9 of the GTR&R)

I certify that all information provided on this application is true and correct.

By signing below, I acknowledge as the Permit Holder that it is incumbent upon my company to perform due diligence background checks of all employees and company representatives who engage in commercial ground transportation activities at Orlando International Airport. These background checks should be conducted through the City of Orlando Vehicle-for Hire Office, as well as, with the Ground Transportation Services Office at Orlando International Airport. These background checks will provide a history of violations issued to ground transportation operators and alert the Permit Holder to the potential of incurring penalties that are escalated as a result of a driver's or employee's prior violations (Section 9 of the GTR&R).

Company Name

Printed Name of Permit Holder

Signature of Permit Holder

Date

Printed Name of Authorized Representative

Title

Signature of Authorized Representative

Date

gt permit application non concessionaire 18-20

MUST BE TYPED OR PRINTED

Attachment – Non-Concessionaire Commercial Vehicle Schedule

*** Please note any wheelchair accessible (ADA) vehicles with an asterisk (*) adjacent to Vehicle #.**

COMPANY CAR#: _____ Vehicle Length: _____ Height: _____ (only for N, V and C permits)

#Seats (include Driver): _____ Vehicle Color: _____ Year: _____

Make: _____ Model: _____ Type**: _____

State & Tag#: _____ Exp. Date: ____/____/____ Seller of Travel: _____

Entire VIN#: _____ City VFH #: _____ Exp.Date: _____

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This section is for OFFICE USE ONLY:

Gatekeeper Permit #: _____ L/H Class: _____ Date Issued/Initials: _____
Input Date: _____ Date Voided: _____

Gatekeeper Permit #: _____ L/H Class: _____ Date Issued/Initials: _____
Input Date: _____ Date Voided: _____

Transponder# _____ Date _____ Transponder# _____ Date _____

Account#: _____ Class: _____ Assigned Date/Initial: _____ Last Used/Initial: _____
Date Cancelled: _____

Account#: _____ Class: _____ Assigned Date/Initial: _____ Last Used/Initial: _____
Date Cancelled: _____

COMPANY CAR#: _____ Vehicle Length: _____ Height: _____ (only for N, V and C permits)

#Seats (include Driver): _____ Vehicle Color: _____ Year: _____

Make: _____ Model: _____ Type**: _____

State & Tag#: _____ Exp. Date: ____/____/____ Seller of Travel: _____

Entire VIN#: _____ City VFH #: _____ Exp.Date: _____

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Transponder# _____ Date _____ Transponder# _____ Date _____

Account#: _____ Class: _____ Assigned Date/Initial: _____ Last Used/Initial: _____
Date Cancelled: _____

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Date Cancelled: _____