**Information Sheet**

**Application for New Territory (with or without added vehicles)**

**Important Facts**

1. A Certificate of Public Convenience and Necessity authorizes a company to operate a motor vehicle on call or demand for the transportation of passengers, the acceptance or solicitation of which originates within the territory specified in the certificate.
2. In order to successfully apply to add new territory to your authority, an applicant must demonstrate, among other things, that public convenience and necessity require the authority requested.
3. An applicant **may apply** for authority to add vehicles to their fleet at the same time as requesting authority to add new territory using this application.
4. An applicant **may not apply** solely to add vehicles to their fleet using this application. Such a request should be submitted on the Application for Authority to Operate Additional Taxicabs with no Additional Territory Requested.
5. All individuals (owners, partners, officers or members) listed in the application must have a Criminal Conviction History Report on file with the Regulatory and Compliance Unit that was issued no more than two years prior to the application date.
6. As part of the application review, an Inspector from the Regulatory and Compliance Unit will perform an on-site inspection of at least four (4) months of trip records showing fleet utilization.
7. A public hearing will be scheduled by the department. Notice of the pendency of your application will be distributed and a notice of the public hearing will be published. At the hearing the department will listen to any objections to the application. You will have an opportunity to respond to any objections and to explain why you believe that public convenience and necessity require the authority requested. After the hearing, the evidence will be weighed and a Final Decision will be issued advising you of the Department’s decision approving or denying the application.

**Steps to obtaining authority for New Territory**

1. Obtain a Criminal History Record Request Form and an Application for A New Territory from the Department’s website: CT.gov 🡪 Executive 🡪 Transportation 🡪 Doing Business with CT 🡪 Permits & Licenses 🡪Public Transportation 🡪 Regulatory & Compliance Unit
2. Submit the Criminal History Record Request Form to the State Police who will send the report directly to ConnDOT.
3. Complete the ConnDOT application in its entirety, including the Tariff Sheet, Balance Sheet & Notarized Signatures.
4. ConnDOT Regulatory and Compliance staff will contact you after they receive the Criminal History Report.
5. After ConnDOT staff contacts you, bring your application to the Regulatory & Compliance Unit.
   1. **See reverse side for** what to bring when applying for new territory
   2. **See reverse side** for Public Hours
6. Please advise the Regulatory and Compliance staff if you are an owner, partner, officer or member of **other entities licensed by the unit** so a copy of your most recent Criminal History Report can also be added to those files.
7. Regulatory and Compliance staff will review the application and attachments for completeness.
8. A public hearing will be scheduled at which you will have an opportunity to explain how public convenience and necessity require the authority requested and to address any objections given to the application.
9. A Final Decision will be issued advising you of the Department’s decision approving or denying the application.
10. If the Final Decision denies your application, you can appeal the Final Decision to Superior Court within 45 days after the date of the mailing or personal delivery of the Final Decision.
11. If the Final Decision approves your application, the applicant should refer to the “Next Steps” sheet enclosed with the decision for information on applying to DOT for approval to register your vehicles with the Department of Motor Vehicles (DMV) - if vehicles were added. That information is also provided on the reverse side of this information sheet.
12. If everything is in order, your documents will be processed and you will be able to proceed to DMV to have your vehicles inspected, to register your vehicles and to pay for and receive your “T” plates.
13. You must contact DMV for information on vehicle inspection.

**Things to bring with you when applying to DOT for a new territory:**

1. a completed application
2. the $2000.00 fee
3. if also adding vehicles to your fleet, bring a copy of your insurance policy listing coverage, effective dates of that coverage and cost or, if you do not yet own the vehicles, a letter on the insurance company’s letterhead detailing the proposed limits of coverage and proposed cost of insurance
4. a photo ID
5. if you are not an owner, partner, officer or member, bring a Limited Power of Attorney giving you authorization to complete transactions in the name of the company
6. a copy of your organizational documents and, if using a d/b/a, a copy of your trade name registration

**Department of Transportation, Regulatory and Compliance Unit, Public Hours**

**Tuesdays and Thursdays**

**9:00 am to 11:15 am**

**1:00 pm to 3:15 pm**

For more than 4 transactions, please call 860-594-2865 for an appointment

**Things to bring with you to DOT when applying for approval to register your vehicles with DMV**

1. a copy of the Final Decision with your Certificate Number issued by the Administrative Law Unit
2. completed DMV Registration Applications, Form H-13, (on the DMV website)
3. the Title to your vehicles or the Bills of Sale
4. insurance cards
5. if you are not an owner, partner, officer or member, a Limited Power of Attorney giving you authorization to complete transactions in the name of the company.

**For questions about:**

Vehicle Inspections, contact: Mr. Richard Majka at 860-594-2898

Financial and Tariff Forms, contact: Mr. Sheldon Lubin at 860-594-2870

Hearings, contact: Ms. Linda Dillon at 594-2875

Application Process please call 860-594-2865