



## **TRANSPORTATION CHARTER PARTY (TCP) CARRIER NON-EXCLUSIVE LICENSE AGREEMENT**

Los Angeles World Airports (LAWA) requires all entities and organizations conducting business at LA/Ontario International Airport (ONT) to apply for and maintain the appropriate permit, agreement or lease. ONT Ground Transportation Permits Office maintains the agreements and permits for all Transportation Charter Party (TCP) carriers at ONT.

The following items are required to apply for a Non-Exclusive License Agreement for Charter Party Carrier Transportation Services to and from ONT. The Agreement will be issued for a period of three years after which a renewal will be required.

**REQUIREMENTS:** The following items must be properly completed and submitted to apply for a License Agreement. The Permit process may take up to **90 days** to complete once all documents are properly submitted.

**1. [Ground Transportation License Agreement Application Form](#)\***

Complete form stating type of operations, type of vehicle(s), legal company name, DBA (doing business as) if applicable, TCP number and contact information.

**2. Corporate Documentation\***

A Corporation, Limited Liability Company or Limited Partnership must be registered and have an approved status with the California Secretary of State. Provide a copy of the legal entity's Articles of Incorporation, Articles of Organization for a Limited Liability Company, Limited Partnership, and a copy of the Statement of information as applicable.

**3. Fictitious Business Name Statement, *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 filed with the County Clerk.

**4. California Public Utilities Commission (CPUC) Certificate\***

Provide a copy of current CPUC certificate for Charter Party operations.

**5. [Los Angeles City Business Tax Registration Certificate \(BTRC\) or Vendor Registration Number \(VNR\)](#)\***

Provide a copy of the company's current BTRC or VNR, issued by the City of Los Angeles Office of Finance, Tax and Permit Division. For questions regarding the BTRC and/or VNR, including how to obtain one, contact the Tax and Permit Division at: (213) 473-5901 or [www.lacity.org/finance](http://www.lacity.org/finance)

**\*NOTE:** *The legal business name and operating name must be consistent on ALL documents submitted.*

**6. [City of Los Angeles Non-Discrimination, Equal Employment Practices, Affirmative Action Plan](#)**

Submit original signed document.

## **7. Ground transportation Vehicle List**

Complete the Vehicle List with the vehicle information on all company owned vehicles.

- **DMV Commercial Registration for each vehicle listed**

Provide a copy of current DMV commercial registration for each vehicle. All vehicles must be registered in the company name; no private vehicles will be permitted. A copy of the CPUC Livery Plate Authorization Letter and DMV Temporary Operating Permit may be submitted pending receipt of license plate and valid DMV Commercial registration.

## **8. Executed Non-Exclusive license Agreement**

Submit two (2) original executed Agreements with required Exhibits.

## **9. Insurance Requirements**

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 Permit, the types and amounts of insurance specified in Exhibit A of the Non- Exclusive License Agreement. Requirements are generally consistent with the requirements of the CPUC.

Send insurance documents and Insurance Vehicle Schedule directly to the LAWA Insurance Compliance Office. For direct assistance, contact:

LAWA Insurance Compliance  
P.O. Box 92216  
Los Angeles, CA 90009-2216  
Phone: (424) 646-5480 FAX: (310) 215-5300

## **10. Insurance Vehicle Schedule**

Current Insurance Vehicle Schedule must be faxed directly by your insurance company/broker to ONT Ground Transportation Permits Office at (909) 937-2702.

Other requirements as determined by the ONT Ground Transportation Permits Office staff may be needed to complete the license and permit process. Staff will advise of any additional requirements upon review of the application request.

Once all documents are received and processed, an appointment can be made for the purchase of vehicle permit decal(s).

All operators and their drivers must abide by the ONT Airport Ground Transportation Rules and Regulations. A copy of these Rules and Regulation are available at

<http://www.lawa.org/uploadedFiles/ONT/pdf/GroundTransportationRR.pdf>

Documents and any permit questions should be directed to:

Ground Transportation Permits Office  
1923 E. Avion Street  
Ontario, CA 91761  
(909) 544-5306

Office Hours: Monday-Friday, 8:00 am-3:30 pm, excluding City & National Holidays