

The Department of Consumer and Worker Protection (DCWP) Licensing Center and NYC Small Business Support Center cannot serve walk-ins, and in-person service is limited and by appointment only. Given the brief window to apply for the pedicab registration plate lottery, **you must apply online. Visit [nyc.gov/BusinessToolbox](https://nyc.gov/BusinessToolbox) for details.**

## **Frequently Asked Questions: *Pedicab Registration Plate Lottery Application***

On Wednesday, May 1, 2024, the Department of Consumer and Worker Protection (DCWP) published a notice about issuing new pedicab registration plates in *The City Record*.

This document includes answers to common questions about the pedicab registration plate lottery.

### **Who can apply for the pedicab registration plate lottery?**

You can apply for the pedicab registration plate lottery even if you do not have a Pedicab Business license currently.

*Exception:* You can't apply for the pedicab registration plate lottery if you or your family members already have the legal limit of 30 registered pedicabs.

*Important:* **You can apply for the pedicab registration plate lottery on behalf of yourself or your business only. You can't:**

- Apply if your intention is to transfer a plate to an individual or business that is applying in an effort to improve their chances of getting an offer.
- Ask someone to apply for the intention described above.

### **How many pedicab registration plates will DCWP offer to winners?**

Depending on the number of applications and the number of available plates, applicants may be able to apply for more than one registration plate.

### **What is the application period?**

The period to apply for the pedicab registration plate lottery is May 1, 2024 through 5:00 p.m. on May 28, 2024.

### **Where can I get the Pedicab Registration Plate Lottery Application?**

The Pedicab Registration Plate Lottery Application is online at [nyc.gov/BusinessToolbox](https://nyc.gov/BusinessToolbox).

## **How can I submit my Pedicab Registration Plate Lottery Application?**

DCWP will only accept online submission of the DCWP-approved application available at [nyc.gov/BusinessToolbox](https://nyc.gov/BusinessToolbox).

### **Important:**

- **DCWP must receive your completed application by 5:00 p.m. on May 28, 2024.**
- **Submit one application only.** If you submit multiple applications, DCWP will remove the duplicate lottery application.

## **How will DCWP determine winners (applicants who get an offer to be issued a plate)?**

Upon the close of the application period, DCWP will assign each accepted application a priority number based on a computer-generated random number selection program. If the number of accepted applications exceeds the number of available registration plates, DCWP will make offers to issue registration plates to applicants in the order of the priority numbers randomly assigned.

## **What happens if there are more available pedicab registration plates than applicants for the lottery?**

In the event that DCWP does not receive applications for the total number of pedicab registration plates available for issue, approved applicants may get the opportunity to apply for more than one plate. The exact number of plates DCWP may offer to a pedicab business will be based on the number of applicants and the number of available plates.

*Reminder:* Applicants and their family members can't have more than the legal limit of 30 registered pedicabs.

## **What do I need to do if I receive an offer to be issued a pedicab registration plate?**

### **For applicants WITH a Pedicab Business license:**

- You must submit the following licensing requirements within 45 days of the date you received DCWP's offer:
  - Roster of Pedicabs
  - Proof of Personal and Property Liability Insurance for Pedicabs
  - \$60 fee for additional registration plate(s)
  - \$10 fee per pedicab timer inspection(s)
  - Granting Authority to Act Affirmation (if applicable)

To learn more about these requirements or to download forms, go to [nyc.gov/BusinessToolbox](https://nyc.gov/BusinessToolbox)

- DCWP will notify you of the inspection date and time for your new pedicab(s). Please keep your appointment.

**For applicants WITHOUT a Pedicab Business license:**

- You must apply for a Pedicab Business license, and your pedicab(s) must pass inspection within 45 days of the date you received DCWP’s offer. To ensure that DCWP can inspect your pedicab within this time frame, please submit your Pedicab Business license application within 30 days of the date you received DCWP’s offer. Visit [nyc.gov/BusinessToolbox](http://nyc.gov/BusinessToolbox) for the [Pedicab Business](#) license application.
- The chart below shows the License Fee.

<b>Pedicab Business License Fee</b> <b>License Term:</b> 1 year <b>License Expiration Date:</b> November 1	
<b>If You File Your Application Between These Dates:</b>	<b>Your License Fee is: (includes one registration plate)</b>
From November 2 to May 2	\$110 (for a license expiring November 1 of the following or same year—valid for at most 12 months)
From May 3 to November 1	\$55 (for a license expiring November 1 of the same year—valid for at most 6 months)  OR  \$165 (for a license expiring November 1 of the next year—valid for at most 18 months)
<b>Additional Registration Plates:</b> \$60 each <b>Fee per Timer Inspection:</b> \$10 each	

- Once DCWP approves your license application, DCWP will notify you of the inspection date and time for your new pedicab(s). Please keep your appointment.

**DCWP’s offer will become void if you do not comply with all licensing and registration requirements within 45 days of the date you received DCWP’s offer.**

**How will DCWP notify applicants about whether or not they can be issued a new pedicab registration plate?**

DCWP will email all applicants a letter stating either:

1. They are receiving an offer to be issued a pedicab registration plate and confirming next steps.  
  
OR
2. They were not randomly selected to receive an offer to be issued a pedicab registration plate.

## What do I need to know about the pedicab inspection?

DCWP will notify you of the date, time, and designated location for inspection of your new pedicab(s).

A registration plate will be issued only to a pedicab that is on-site and that passes inspection during the scheduled appointment.

Be sure to review the [Pedicab Inspection Process](#) and [Inspection Checklist: Pedicab Businesses and Drivers](#) prior to your inspection. Files are available online at [nyc.gov/BusinessToolbox](https://nyc.gov/BusinessToolbox).

### Important:

- If you do not use a flatbed or other mode of transportation to deliver a pedicab to the inspection site, you must ensure that the individual who drives a pedicab to the inspection site has a Pedicab Driver license.
- If you fail to appear with your pedicab(s) at the scheduled appointment time, you will be charged a \$55 reinspection fee and notified how to make payment. **You must pay the fee *before* a new inspection will be scheduled. You must also submit a [Pedicab Reinspection Form](#), which is available at [nyc.gov/BusinessToolbox](https://nyc.gov/BusinessToolbox).** Once payment is made, DCWP will contact you to reschedule inspection of your pedicab(s).
- If your pedicab(s) fails inspection, you will be charged a \$55 reinspection fee and notified how to make payment. **You must pay the fee *before* a reinspection will be scheduled. You must also submit a [Pedicab Reinspection Form](#) and a copy of the Certificate of Inspection (received at the inspection site) for the pedicab(s) listed on the Certificate and the inspection fee.** Once payment is made, DCWP will contact you to schedule reinspection of your pedicab(s).

## Can I transfer a pedicab registration plate to someone else after getting an offer from DCWP and completing all of the requirements?

No.

*Reminder:* You can't participate in the lottery if you are acting on someone else's behalf in order to increase their chances for an offer and to benefit them with the transfer of a pedicab registration plate.

## If I don't receive an offer to be issued a pedicab registration plate in 2024, will there be other opportunities to apply for one?

Each year, DCWP will conduct a review to determine how many plates are available to be issued. By law, the City can only issue new pedicab registration plates when the number of registered pedicabs falls below 840. If DCWP's review shows that there are available plates, DCWP will publish a notice in *The City Record* with additional information and instructions. DCWP will post this information on [nyc.gov/dcwp](https://nyc.gov/dcwp), as well.

## What if I have additional questions?

For additional information, go to [nyc.gov/dcwp](https://nyc.gov/dcwp) or email [pedicabs@dcwp.nyc.gov](mailto:pedicabs@dcwp.nyc.gov).

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