



THE CITY OF NEW YORK
BUSINESS INTEGRITY COMMISSION
100 CHURCH STREET, 20TH FLOOR
NEW YORK, NEW YORK 10007

INSTRUCTIONS

APPLICATION FOR CLASS 1 SELF HAULER REGISTRATION

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS APPLICATION.

Definitions of terms used in the application are set forth in Title 16-A, Chapter 1 of the Administrative Code of the City of New York ("Local Law 42") and in Title 17, Chapter 1 of the Rules of the City of New York. Certain of these definitions have been excerpted and attached as Appendix A to the application. Before completing this application, the applicant and all others required to execute documents hereunder should read and familiarize themselves with all of Local Law 42 and the related rules. These instructions are not a substitute for such a complete review and may not be relied on in lieu of the law and rules. Copies of Local 42 and the rules are available at the office of the New York City Business Integrity Commission ("Commission").

Attached is the application for a Class 1 registration in order to remove, collect, or dispose of trade waste that is generated in the course of operating of one's business. To apply for registration, **the applicant must complete each and every question set forth therein**. If a question is not applicable, write "not applicable" or "N.A.". Applications that have not been completed properly may be denied as incomplete and/or on the basis of the Commission's investigation and review of the incomplete application, or the application may be returned to the applicant without being processed. An application returned as incomplete will not be deemed submitted.

DOCUMENTS TO BE SUBMITTED FOR A CLASS II REGISTRATION APPLICATION

In addition to the application form, a number of documents must be submitted to the Commission in order for the application to be considered. The applicant must submit the following documents (to the extent applicable), some of which are described in these instructions, some in the body of the application and attachments, and some in the applicable rules:

- Registration Application
- Notarized Certifications (on behalf of applicant business and by each principal)

- Notarized Releases (on behalf of applicant business and by each principal)
- Documents related to the organization of the applicant business¹

THE APPLICANT MUST SUBMIT AN ORIGINAL PLUS TWO COPIES OF THE APPLICATION AND ALL DOCUMENTS.

CLASS I SELF HAULER REGISTRATION APPLICATION

Each page submitted by the applicant must contain in the lower left hand corner the applicant's social security² or tax identification number and each page must be numbered sequentially as "Page __ of __ pages" (e.g., if a twenty-five page application were submitted, the first page would be marked: "Page 1 of 25 pages").

Applicant requiring additional space to complete any answer may attach additional pages to the application. Indicate on the top of each such additional page, the Part and question number to which the additional page relates. The Schedules in the application also may be copied if additional schedule pages are needed. All additional pages and Schedules also must be identified in the lower left-hand corner with the applicant's social security or tax identification number. Each added page must be numbered sequentially like the rest of the application (e.g., "Page __ of __ pages").

In addition to the information requested on this application, an applicant may submit any material or explanation believed to be relevant to whether the application should be granted. This additional information may include any material or explanation that the applicant believes demonstrates that any response to question on this application does not reflect adversity upon good character, honesty, and integrity. If the explanation or material relates to one of the questions on the application, the applicant should identify the Part and question to which it has provided additional material or explanation.

¹ If a sole proprietorship, a certified copy of the Certificate of Doing Business filed with the County Clerk.
If a partnership, a certified copy of the Certificate of Partnership filed with the County Clerk and a copy of the current partnership agreement.
If a corporation, a certified copy of the Certificate of Incorporation and copies other current bylaws and last annual report, including financial statement.

²Section 16-508(a) of Local Law 42 and Rule 2-02 promulgated thereunder authorize the New York City Business Integrity Commission to specify identifying information to be obtained from applicants and employees. Social security numbers voluntarily provided in response to such requests in any part of this application or attachments, will be used to identify and locate information about the applicant and its employee(s). Refusal to provide these numbers is not grounds for refusal to issue a registration.

The applicant is under a continuing obligation to update answers to application questions marked with an asterisk (*). Any change in the answer to such a question, must be provided to the Commission in writing, as specifically set forth in Local Law 42 and the rules promulgated thereunder, or otherwise no later than ten (10) days after the change occurs. The applicant's continuing obligation begins upon submission of the registration application and extends throughout the processing period and any registration term.

NOTARIZED CERTIFICATIONS

Upon completion of the application and all of its attachments, two documents must be executed by both the applicant business and each principal: a notarized certification form and a notarized release form.

THE COMMISSION WILL NOTIFY THE APPLICANT BUSINESS WHEN THE APPLICATION IS APPROVED AND WILL SCHEDULE AN APPOINTMENT FOR A PRINCIPAL OF THE APPLICANT BUSINESS TO APPEAR AT THE OFFICES OF THE COMMISSION TO SIGN AN ORDER AND REGISTER VEHICLES TO BE USED FOR WASTE REMOVAL. AT THAT TIME THE PRINCIPAL MUST BRING IN THREE COPIES OF THE FOLLOWING INSURANCE POLICIES AND DOCUMENTS:

- Vehicle Registration and Insurance Documents for Each Vehicle
The business automobile liability insurance must have liability limits of no less than \$100,000 for personal injury to any one person, \$300,000 for personal injury to 2 or more persons, and \$25,000 for damage to property. Such insurance policy shall name the Commission as certificate holder.
- Copies of Driver's License for Each Driver of Applicant Business
- New York State Department of Environmental Conservation Waste Transporter Permit, where applicable
- Check to cover the following fee: **\$320 for each vehicle**

If you have any questions about this application, please call 212-676-6219.