



CITY OF AUSTIN  
PUBLIC WORKS DEPARTMENT

REPORT OF NEW/REPLACEMENT EQUIPMENT  
(circle one)

Date \_\_\_\_\_ Company Name \_\_\_\_\_

E-mail Address (optional): \_\_\_\_\_

I Type of Operating Authority: Limousine \_\_\_ Airport Shuttle \_\_\_ Charter \_\_\_ Shuttle \_\_\_  
Non-Motorized \_\_\_ Touring/Sightseeing \_\_\_

**\*\*Note\*\*** The following documents must accompany this application:

- A. If the addition of this vehicle exceeds the number approved for your operating authority, a letter requesting permission to increase your authority.
- B. Copies of applicable document(s) to verify that each vehicle proposed to be operating by the holder is owned, leased, or under contract by/to the holder:
  - 1. Certificate of Title,
  - 2. Lease/rental contract, or
  - 3. Other contract as appropriate,
  - 4. Proof of required insurance coverage.

II. Please complete sections A through C below. **Do not leave any blanks.** If a section does not apply, indicate "N/A".

A. Description of the vehicle placed into service:

Vehicle #	Permit #	License #	Year	Make	Model	Passenger Capacity
_____	_____	_____	_____	_____	_____	_____

_____	_____	_____	_____	_____	_____
-------	-------	-------	-------	-------	-------

Expiration date (month and year) of State motor vehicle safety inspection \_\_\_\_\_

B. Description of vehicle removed from service:

Vehicle #	Permit #	License #	Year	Make	Model	Passenger Capacity
_____	_____	_____	_____	_____	_____	_____

_____	_____	_____	_____	_____	_____
-------	-------	-------	-------	-------	-------

I certify that all information contained in this report is true and correct. I also certify that this vehicle meets and will be maintained to the applicable standards described in Chapter 13-2 of the Austin City Code.

\_\_\_\_\_  
Signature of Company Agent

