



# Transportation and Public Works Department

P.O. Box 1088 Austin, TX 78767  
512-974-1150

## SPECIAL EVENT, TEMPORARY VEHICLE PERMIT CHARTER VAN OPERATING AUTHORITY

This temporary special event permit is issued to \_\_\_\_\_, a ground transportation service provider  
(Service Name)

authorized to operate in the Austin city limits, and authorizes the temporary operation of the following vehicle(s) to provide ground transportation service in Austin for a period not to exceed sixteen (16) days beginning:

\_\_\_\_\_, \_\_\_\_\_, and ending on \_\_\_\_\_.

Year	Make	Model	License #	Body Style	Color
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

This permit is valid during the days that the special event is scheduled, in addition to the day before and after the event, but no more than sixteen (16) days. This form can be submitted up to six weeks before the event but no later than three working days before the event.

I, the undersigned authorized representative of the above-ground transportation service, do hereby certify that each vehicle identified above:

1. qualifies as a ground transportation service vehicle as described in Chapter 13-2 of the Austin City Code,
2. is a type of vehicle approved in the holder's operating authority,
3. is not more than five (5) model years old.
4. If the vehicle is no more than two years (2) old, no further inspection is required. If more than two years old and permitted in a Texas city, a copy of that city's inspection is required and should be no more than twelve (12) months old. If it has not been used for hire, it must pass an inspection at Groovy Automotive at the company's expense.

I also understand that:

1. A copy of this supplemental vehicle report and proof of insurance must be kept in the vehicle when used. Permits must be placed in the center of the vehicle's dashboard.
2. A copy of this form must be filed with the Department before the vehicle is placed in service; no faxed forms are accepted.
3. There is a \$75 fee for each vehicle submitted from two (2) to six (6) weeks before the event. Permits submitted less than two (2) weeks to three (3) working days before the event will incur an additional \$50 expediting fee.

\_\_\_\_\_  
Signature of Company Service Representative

\_\_\_\_\_  
Date

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